

Winnefox Library System Position Description

Position: WCTS Office Clerk
Full-time, non-exempt position

Date: January 29, 2014

General Purpose: Is responsible for the acquisition and barcoding of items ordered by the Winnefox Cooperative Technical Service (WCTS). This service primarily serves the 19 public libraries in Green Lake, Marquette, and Waushara Counties.

Supervisor: WCTS Program Coordinator

Supervises: WCTS Pages (in absence of WCTS Program Coordinator)

Salary Matrix Level: B

Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
Administration	
Prints and distributes individual library invoices	Libraries receive their monthly bills one week prior to their board meetings
Records statistics on items processed	WCTS Coordinator has accurate numbers for year-end statistics
Supervision	
Supervises WCTS pages in the absence of the WCTS Program Coordinator	Office is managed in an efficient manner
Cooperative Purchasing and Processing	
Assists in preparation of monthly Material Review Lists	Lists are issued monthly and contain titles that are appropriate for member library collections. Members are satisfied with items selected and mix of subjects and genres in the lists.
Places orders for new materials	Orders for materials are sent out monthly. Special orders are sent out weekly.
Checks in new items when received	Items are checked in when received. Libraries are able to accurately see the status of their orders

Barcodes items for individual libraries	Items are barcoded correctly.
Creates short records as needed	Bibliographic data is entered accurately and in the proper format.
Assists with the physical processing of items	Materials are processed according to library specifications. Materials are processed and sent to library within one week of receipt.
Handles the daily holds List	Items with reserves are sent out daily
Assists with filling supply orders	Libraries receive supplies as requested
Meeting Planning and Attendance	
Assists the WCTS Program Coordinator with meeting preparation	Prep work is done so meetings run smoothly and efficiently
Rotating Collections	
Enters newly ordered items into the catalog.	Materials are entered efficiently and accurately
Manages the Rotating Collections in the absence of the Program Coordinator	Issues are handled efficiently

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently without direct supervision.
- Ability to supervise the work of subordinate staff.
- Ability to establish and maintain effective working relationships with member library staff and Winnefox staff.
- Computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation) and web-based communication tools.
- Interpersonal skills; capable of working in a team environment.
- Coaching skills, including the ability to clearly and patiently explain how and why tasks are to be performed.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to effectively delegate tasks to maximize productivity.
- Ability to handle multiple projects and deadlines
- Ability to adapt to change; willingness to teach and learn new ways of doing things, including new technologies.

REQUIRED EDUCATION AND/OR EXPERIENCE

High School Diploma or its equivalent. Post High School Course work desirable.

TOOLS AND EQUIPMENT USED

Typical office equipment, computers and software including computer workstation, computer projector, calculator, fax machine, photocopier, telephone, and printers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

Typical office environment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.