

Technical Services Clerk II

Department: Technical Services

Reports To: Head of Technical Services

Status: Part Time/Non-Exempt/24 hours/wk-(M-F/Flex)

Pay Grade: V/\$16.49 - \$24.73/hour DOQ

Supervises: N/A

Revised: 3/27/2023

Job Summary

Performs a variety of clerical and paraprofessional duties related to receiving, processing, and repairing library materials including books and audiovisual materials, such as CDs and DVDs, magazines, and newspapers

Competencies

- Strong work ethic - Demonstrates positive habits such as arriving to work on time, stays motivated and focused, and finishes tasks on time
- Good communication skills- Listens to and understands what others are saying, asking for any needed clarification. Projects positive body language and facial expressions; writes messages, reports, and other types of documents with clarity and efficiency. Relays information using visual aids or graphic tools, if required
- Teamwork-Balances team and individual responsibilities; exhibits objectivity and openness to others views; gives and welcomes feedback; helps in building a positive team spirit; puts success of the team above own interests; contributes to Library morale and group commitments to goals and objectives; supports everyone's efforts to succeed
- Problem solving skills-Uses personal knowledge and experience to find answers to pressing problems; formulates effective solutions
- Flexibility-Demonstrates adaptability, is willing to change and learn (Is teachable), accepts new things
- Organizational Awareness-Ability to develop a clear strategy to getting things done based on an understanding and general knowledge of the Library

Essential Functions & Responsibilities

Primary Responsibilities

- Prepares books, videos, CD's, audio, audiobooks, and other materials for circulation
- Inputs data for items records in the library catalog to accurately represent the library's holdings
- Assists with withdrawing discarded materials from the catalog
- Works on a variety of database clean-up and revision projects as assigned
- Checks in newspapers and magazines when needed
- Performs routine maintenance on library materials, evaluates and makes appropriate repairs to damaged library materials
- Attends department and library meetings, and participates in the library activities as appropriate
- Keeps current on department and library news and events by checking work email
- Assist in the departmental workflow as assigned

Working Conditions

- This job operates in a professional office environment in a building with standard temperature

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levels. The noise level is usually moderate, but can change depending on specific programming. This role uses standard office equipment

- While performing the duties the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds

Required Education, Experience

- High School diploma or GED
- Ability to demonstrate exceptional customer service to staff members, which then extends to our patrons
- Ability to work independently while also flexible to work in a team setting
- Ability to learn the integrated Library System (ILS), OCLC, and additional software as needed
- Ability to use Microsoft Office Suite (i.e. Outlook, Word, Excel, etc.)
- Ability to use common computer applications, including Microsoft Office and Web browsers
- Ability to work a variety of hours, including evenings and weekends

Salary Range: Hourly pay rate of \$16.49 - \$24.73 with a starting salary up to \$18.25; **DOQ.** This is a part-time (*24 hours per week*), non-exempt position. The Library provides PTO, Sick and Vacation time along with required participation in the Illinois Municipal Retirement Fund (IMRF).

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, working conditions and activities may change or new ones may be assigned at any time with or without notice

Employee's Signature

Date