

CITY OF CROWLEY TECHNICAL SERVICES - LIBRARY

Pay Grade: 108

FLSA: Non-Exempt

Pay Range: \$15.51 - \$22.78 Hr

JOB SUMMARY

This position is responsible for the technical services functions of the library. This position reports to the Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions may include any of the following duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by an employee in this role; employees may be assigned duties which are not listed below. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

- Knowledge how TexExpress and ILL Pilot Program work; vendor online ordering process (ipage)
- Maintain statics for monthly, yearly, Summer Reading Program report
- Pay invoices through credit card
- Responsible for SILS (shared integrated library system) record creation and upgrading of maintenance of the automated cataloging database's bibliographic and MARC records, and the physical processing of library materials.
- Maintain cataloging practices within standards of professional librarianship, using Dewey decimal classification and Library of Congress subject headings to meet AACR2 and MARC record standards
- Responsible for maintaining inventory listings for accuracy
- Provide customer service to patrons and staff; helps patrons locate items in the collection
- Assist staff with development and maintenance of computer records and special projects
- Provide verbal technical support for customers using both onsite and offsite electronic services
- Communicate with Library Director concerning problems and concerns of the library staff and the public
- Recommend changes in policies and procedures to the Library Director when appropriate to improve service and productivity
- Regular attendance and punctuality are an essential function of this job.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain effective working relationships with staff and citizens with a genuine service attitude and a pleasant and friendly manner
- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies
- Perform the duty assignment after receiving general instructions as to methods, procedures, and desired end results with minimal supervision
- Final technical processing decisions may be determined by Director
- Ordinarily, such education is obtained in at the college level or above. however, it may be obtained from experience and self-study
- Ability to learn and use automated library programs
- Basic computer skills a must
- Ability to type accurately
- Lifting and pushing/pulling up to 20 lbs. occasionally; 10 lbs. frequently, or negligible amounts constantly
- Requires walking or standing to a significant degree

EDUCATION, EXPERIENCE AND CERTIFICATION

- Work requires specialized knowledge in a professional or technical field
- Working knowledge of Microsoft Office Suite, Abode Suite 3
- Experience in a library or three (3) years of relevant experience
- Possession of, or ability to obtain, a valid Texas Driver's License