This Job Description identifies the major responsibilities of this job.

▪▪ **I. POSITION PURPOSE**

The purpose of the Technical Services Associate is to efficiently expedite materials orders and physically / electronically process them into the collection for availability in circulation. This position accurately maintains the library catalog to ensure maximum discoverability by performing general cataloging duties,

▪▪ **II. RELATIONSHIPS**

The Technical Service Associate reports directly to the Director of Technical Services. This position works as a team member to promote a positive work environment by maintaining respectful interactions with team members, library staff from other departments, vendors and customers. The Technical Services Associate may be assigned to certain duties of the position to perform on a regular basis, and will contribute to team projects as needed. The position provides excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

▪▪ **III. PRIMARY DUTIES AND RESPONSIBILITIES**

1. Uses ILS system to process materials.
2. Performs physical processing of materials such as printing and adding labels, RFID tagging, property stamping and applying protective jackets and packaging.
3. Identifies and downloads large vendor records into local system appropriate matching bibliographic entries from specified entry sources such as the Library of Congress, OCLC WorldCat, Cataloging-in-Publication (CIP) and the local catalog.
4. Downloads on-orders files through the Acquisitions module in the ILS.
5. Uses OCLC’s record manager to export records, delete holdings from OCLC uploads files and downloads files to clean up bibliographic records in the ILS.
6. Some bibliographic records may need to go through Data Sync on occasion.
7. Also uses OCLC to retrieve Marc records for materials with no bibliographic record.
8. Submits orders of various formats to vendors including Baker & Taylor, Brodart, Ingram, Midwest Tape and Blackstone. Navigates through each vendor's website and locates carts to be ordered, assigns PO# and selects the right account.
9. As directed by the Collection Development Librarian, may put a hold on an item for a patron.
10. Performs general cataloging for specific formats using accepted bibliographic record formats.
11. Makes appropriate entries in local catalog system following defined local cataloging standards and practices.
12. Verifies or assigns appropriate main entries, subject analysis, classification, and field tagging.
13. Reprocesses and/or corrects bibliographic or item record in response to yellow slips received.
14. Assembles and inputs all necessary information into library’s database including verifying accuracy to enable each item to perform its function in the library’s collections.
15. Utilizes a software program called Marc Edit to manipulate the bibliographic record.

The file is used on returned Marc records from the OCLC.

1. Responds to questions from staff concerning library catalog information if needed, and can provide basic explanations of library system functions. Communicates information to staff as appropriate.
2. Prepares and delivers carts of materials to Rawlings departments as they are completed.
3. Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.
4. Participates in regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD.
5. Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems.

**IV. OTHER DUTIES AND RESPONSIBILITIES**

Is cross-trained and serves as back-up to Technical Services Assistant on mailroom responsibilities.

May assist the Collection Development Librarian by moving duplicates for media.

May perform original cataloging tasks on a limited basis.

Adapts to changing local cataloging policies.

Performs other duties as needed.

**QUALIFICATIONS**

Education and Experience:  Requires two years of college, Associates Degree or library certification. Bachelor’s degree preferred. Library experience including background with automated integrated library systems, MARC formats, Dewey classification, and Library of Congress subject headings is preferred.

Skills and Abilities:

* Computer skills with the ability to create documents, spreadsheets, e-mail, databases, library catalog system, and the internet.
* Knowledge of Bibliotecha on tagging books, media and other materials
* Attention to detail and accuracy in data entry. Use independent judgment within procedural boundaries and set priorities.
* Excellent communication skills including customer service skills with the ability to resolve issues.
* Ability to read and interpret business documents, such as invoices and vendor’s reports. Basic business mathematics skills.
* Stays current on catalogue processes.
* Ability to function under flexible and changing conditions.

Physical Requirements: Must have the ability to do repetitive work including hours of standing, bending, kneeling, shelving, lifting, pushing and pulling. Must be able to lift objects weighing up to 50 pounds and push /pull a fully loaded book cart weighing up to 200 pounds.

Other Requirements: Must be able to work a flexible schedule including days, evenings and weekends. Must submit to and successfully pass a criminal background investigation.