

Fox River Valley Public Library District

Job Description

Job Title:	<i>PATS (Purchasing, Acquisitions, Technical Services) Clerk</i>	Grade:	4
Department:	<i>PATS</i>		
Primary Location:	<i>Dundee Library</i>		
Reports To:	<i>PATS Manager</i>		
Education Required: <i>Some college required. LTA or coursework in progress preferred. 1 year experience in customer service position.</i>		Type of Position: <input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Volunteer	Hours: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
General Description: <i>Under the administration of the Library Director and the supervision of the PATS Manager. Responsible for work related to the processing of materials.</i>			
Essential Functions of the job: <ul style="list-style-type: none"> • <i>Physically processes materials with appropriate labels, barcodes, and RFID tagging or check for accuracy of processing on outsourced materials</i> • <i>Performs copy cataloging</i> • <i>Performs corrections to items and database; works on special re-cataloging projects</i> • <i>Transmits orders for library materials and supplies to vendors, both manually and electronically</i> • <i>Creates brief bibliographic records in ILS and attaches on-order holdings information</i> • <i>Deletes item records from ILS when materials are identified for weeding</i> • <i>Mends, repairs, and cleans library material when needed</i> • <i>Checks library email and responds to messages</i> • <i>Sorts and delivers incoming mail; posts outgoing mail</i> • <i>Exercises judgment in consulting/referring questions to service desks, Managers, or Person in Charge</i> • <i>Maintains the overall appearance of the department</i> • <i>Prepares reports and statistics as assigned</i> • <i>Delivers and promotes positive customer service experiences</i> • <i>Promotes the library district by using good public relations practices</i> • <i>Attends meetings and workshops</i> • <i>Performs other duties as assigned</i> 			

Knowledge and Skills:

- *Familiarity of current cataloging practices and procedures of library's consortium*
- *Basic knowledge of current library software applications*
- *Basic knowledge of current technologies and electronic resources*
- *Ability to show initiative and use good judgment in making decisions/referrals*
- *Ability to follow projects through to completion*
- *Basic understanding of overall library operations*
- *Ability to bend, lift, stoop and carry*
- *Ability to use computer, keyboard and telephone*
- *Ability to communicate effectively orally and in writing*

Supervisory Responsibilities: No

Competencies:

Emotional Intelligence - *Aware of own strengths and opportunities for growth; Self-motivated to pursue training and personal development; Manages own emotions in stressful situations.*

Ethics - *Treats others with respect; Maintains confidentiality and inspires the trust of others; Works ethically and with integrity; Follows administrative policies and procedures; Upholds organizational values.*

Communication - *Listens to understand and requests clarification when needed; Responds thoroughly and accurately to questions; Speaks and writes clearly and concisely; Reads and understands written information and instructions.*

Teamwork - *Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.*

Adaptability - *Readily adapts to changes in the work environment; Deals positively with changes, delays, or unexpected events.*

Technical Skills - *Strives to continuously build knowledge and skills; Shares expertise with others; Proficient in applicable CCS Core Competencies.*

Dependability - *Takes responsibility for own actions; Keeps commitments; Completes assigned tasks.*

Quality - *Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Uses time efficiently.*

Problem Solving - *Recognizes problems and responds with solutions.*

Computer Skills: *Working knowledge of Microsoft Office Products including Word and Excel , the internet, email and databases; Awareness of integrated library system software.*

Other Qualifications: *Valid Illinois driver's license or ability to obtain one within 60 days of hire*

Travel: *Some local travel is required of the position.*

Work Environment: *Noise level in the workplace is quiet to moderate.*

Physical Demands:

- *Must be able to hear, comprehend and respond to the library user both in person and in telephone conversations*
- *Must have visual ability to see computer screen, read call numbers and bar codes on books*
- *Must be able to manipulate computer keyboards, calculator, and cash register*
- *Must be able to lift and carry bags of books or boxes weighing up to 40 pounds*
- *Must be able to reach a height of greater than 60"*
- *Must be able to speak distinctly to large groups*
- *Must be able to drive a car and hold a valid driver's license*
- *Must be able to walk distances of more than 50 feet within the building to shelve or retrieve materials*
- *Must be able to push a cart of books weighing 100 pounds or more*
- *Must be able to bend to reach lower shelves*
- *Must be able to move or carry chairs, tables and other minor furniture*
- *Must be able to lift, move and rearrange shelves*
- *Must be able to sit or stand for extended periods during the work period*
- *Must be able to use a stool or ladder, stoop, kneel, crouch and crawl*
- *Must be available to work evenings and weekends*
- *Must be able to work a varied schedule as library needs dictate, including days, evenings and week-ends*

Safety and Risk Management Responsibilities:

Employees are responsible for complying with safe work rules; reporting all accidents and injuries immediately; cooperating in all accident and injury investigations; reporting defective equipment and unsafe conditions