



**CITY OF TRINIDAD
CARNEGIE PUBLIC LIBRARY
CATALOGING & INTERLIBRARY LOAN SPECIALIST**

GENERAL STATEMENT OF DUTIES: Under supervision of the Library Director and Assistant Library Director, performs a variety of technical and clerical duties for the Carnegie Public Library. The Cataloging and Interlibrary Loan Specialist works to provide and promote the library's information services.

SUPERVISION RECEIVED AND EXERCISED: Works under the general guidance and direction of the Library Director and Assistant Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following is a list of representative duties. As such, it is not meant to be exclusive; other duties may be assigned that may reasonably follow and relate to essential tasks. This job description may be modified from time to time as the needs of the Carnegie Public Library and position change.

Perform duties of a Cataloging Librarian (60%)

- May attend out-of-area conferences or seminars relating to Cataloging services.
- Interacts with community resources to enhance library collection and patron information opportunities
- Participates in the updating of automated reference systems and related technology
- Assists in placing orders for library materials and receives and checks shipments from publishers
- Catalogs materials by attaching local holdings to MARC records in union catalog per current consortium protocols
- Maintains and keeps track of any leased materials
- Assists with maintaining the library's automated system
- Ensures and helps staff in making materials "shelf ready"
- Facilitates weeding of adult and children's materials

Perform Duties of Assistant Interlibrary Loan (ILL) Librarian (20%)

- May attend out-of-area conferences or seminars relating to Interlibrary Loan services.
- Work with SWIFT online interlibrary loan program to include taking requests from patrons, following up with patrons via phone call, etc.
 - Find ILL item status and location, check out ILL items, route items, renew items, reply to requests, reply to status checks, run reports, compile ILL statistics, answer questions and provide technical support to ILL staff at other libraries, etc.
 - Work with system courier and statewide delivery
 - ❖ Ensure materials are labeled properly, troubleshoot delivery problems, prepare reports, etc
 - ❖ Notify Library Director about borrowed materials that are overdue, process ILL materials and paperwork for delivery of material to libraries.

Perform Duties of a Library Clerk as assigned (20%)

- Provides service at the circulation desks
- Prepares library for opening and closing
- Checks materials in and out using the computer and library software
- Greets and directs patrons to various locations or materials
- Answers the phone
- Registers new patrons with library cards, updates expired patrons
- Answers reference questions
- Receives and resolves complaints, or refers them to the director.
- Collects and records fines and fees
- Assists supervisors and team-members with projects and programs
- Monitors data entry and maintenance of the patron database

- Participates in staff meetings to discuss and resolve problems, discuss ideas and stay updated on library plans and projects
- Helps the Library Director and Assistant Director weed and evaluate the library collection on a consistent basis
- Maintains library public and staff areas in a clean and orderly fashion by maintaining displays, cleaning computers and surfaces
- Promotes interest in library as a community resource by visiting and speaking to school, civic, cultural, and societal organizations.
- May travel to meetings or trainings with other librarians in southern Colorado.
- Perform other related duties as required

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School diploma required, Bachelor’s degree preferred
- Minimum of one year library experience, working with the public or a combination of education and experience judged sufficient to carry out the essential functions of this position.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

- Must have proficient computer skills to include keyboarding, Microsoft Office and PowerPoint, various internet browsers, e-mail and social media
- Must be able to communicate and interact with library users, the public, and co-workers in a polite and friendly way, and react and interact in an effectual manner in potentially stressful interactions with patrons
- Must possess a demonstrated strong work ethic
- Must adhere to strict library and legal protocol regarding patron privacy
- Must be willing to learn about current trends in library services
- Ability to work effectively with staff and volunteers
- Ability to effectively present information and respond to questions from staff and patrons
- Familiarity with the Dewey Decimal system
- Ability to learn assigned technical and clerical tasks readily
- Ability to follow written and oral directions
- Ability to work independently, organize and prioritize work and respond to changing work demands and make decisions as required.
- Willingness to maintain skills in above mentioned areas through active participation in appropriate continuing education activities
- Working knowledge of English grammar and spelling
- Knowledge of library methods and procedures
- Ability to apply technical knowledge
- Ability to comprehend and follow instructions
- Ability to deal with abstract and concrete variables
- Effectively communicate ideas and information
- Effectively read and understand information
- Time Management: set priorities in order to meet assignment deadlines
- Ability to operate computer workstations

**It is imperative that the Cataloging & Interlibrary Loan Specialist be conversant with and in agreement with the elements and concepts of the American Library Association’s Intellectual Freedom statement: “Intellectual Freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas.”

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in a group setting without the aid of a microphone. The need to lift, drag and push files, paper and documents weighing up to 30 pounds also is required as well as pushing and pulling wheeled objects 60-80 pounds. Position also requires the processing, picking up and shelving of books.

WORKING CONDITIONS:

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

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Requires the ability to work in confined spaces.

INTERPERSONAL COMMUNICATION:

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Catalog & Interlibrary Loan Specialist. Requires that ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires that ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Cataloging & Interlibrary Loan Specialist.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION:

Requires that ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

INTERPERSONAL TEMPERAMENT:

Requires the ability to interact with people (i.e. staff, supervisors, general public and officials) beyond giving and receiving instruction such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Cataloging & Interlibrary Loan Specialist.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words.) (Hearing – perceiving nature of sounds by ear).

SECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; 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 the work is similar, related or a logical assignment to the position.

BENEFITS

This is a part-time position requiring 20 hours per week with a starting wage of \$10.50 per hour. Following a re-evaluation in 2017, this position may have the potential to increase to 40 hours per week plus benefits. Additional duties may be assigned.

APPLICATION DEADLINE:

Applications can be obtained through the Colorado Workforce Center, 140 N. Commercial Street, Trinidad, CO 81082. Application deadline is **Wednesday, July 6th, 2014 at 5:00 p.m.**