

EAST CLEVELAND PUBLIC LIBRARY

JOB DESCRIPTION

Job Title: Processing Clerk	FLSA Status: Non-Exempt
Reports To: Circulation & Network Manager	Grade: 14
Department: Technical Services	Last Revision: 11/3//2016
Approved By:	

JOB RESPONSIBILITIES:

Under general supervision, the Technical Services Processing Clerk inventories materials and assigns Cutter Numbers, prepares materials for circulation and performs general clerical duties.

GENERAL REQUIREMENTS:

Along with the commitment and desire to provide excellent service to library patrons, all East Cleveland Public Library employees must have the ability to maintain predictable and regular attendance, work a flexible schedule including daytime, evening and weekend hours, communicate, comprehend and follow Library policy and procedure and develop and maintain positive working relationships with all internal and external stakeholders. All employees must be able to understand library wide operations, satisfactorily perform all of the responsibilities associated with a specific job title and meet the physical requirements of that same job title.

QUALIFICATIONS:

A Bachelor's Degree from a recognized college in library technology or a related field plus some library technical experience, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

KNOWLEDGE:

Knowledge of Technical Services practices and procedures*; office practices and procedures; basic computer operation*.

*May be acquired after hire

ABILITY

Ability to read, write and communicate effectively in written and oral form; read, copy and record figures; deal with problems involving several variables in familiar context; sort items into categories according to established methods; process library materials for circulation; demonstrate physical strength to lift, shift or transport books and other materials.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position

Date Submitted: November 2016

EAST CLEVELAND PUBLIC LIBRARY

% OF TIME ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)

80-85% MATERIAL PROCESSING

- Processes library materials
 - Assigns cutter numbers
 - Covers hard backed books in plastic or book jackets
 - Laminates paperback books and periodicals
 - Applies barcodes, call numbers, spine labels and security strips
 - Applies date and library stamp
- Discards library material from computer systems
 - Withdraws books using the CLEVNET system
 - Removes or covers library markings, labels, pockets, etc.
- Inventories library materials against database file
 - Corrects errors, as needed
- Makes minor repairs on books, book jackets, audio-visual materials and other materials, as necessary

10% CLERICAL

- * Types reports, including monthly statistics report, requisition forms, schedules and other clerical work, as assigned
- * Maintains inventory of department supplies, as assigned
- *

0-15% BINDERY, as assigned

- * Prepares books for shipment and receives returned items from the bindery
- * Prepares returned items for processing
- * Maintains bindery statistics

5% MISCELLANEOUS AND SPECIAL ASSIGNMENTS

- * Attends staff meetings
- * Serves on temporary committees, as requested
- * Maintains and increases knowledge and skills through attendance at meetings, training seminars and in-service training sessions
- * Performs additional duties and assignments, as requested.

* Denotes an essential function of the job

Employee Signature

Date