

COLLECTION DEVELOPMENT ASSISTANT

(Range 107)

DEFINITION

Performs a variety of clerical tasks in support of the collection development department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Using a library ILS and online sources, verifies, inputs, and updates records and data in preparation of orders.
2. Using a computer performs a variety of essential and complex record keeping duties such as compiling and recording data from a variety of sources into spreadsheets and order lists.
3. Assists or performs various processing tasks required of the department.
4. Generates correspondence, minutes, spreadsheets, and other relevant materials appropriate to assigned department.
5. Interacts extensively in person and over the telephone, and by email with district-wide..
6. Operates office equipment, including, but not limited to:, copy machine, telephone, and facsimile machine.
7. Utilizes personal computer, library ILS and e-mail.
8. Unpacks and verifies materials received from vendors, donors, and weeding or reassignment shipments from District Libraries.
9. Packs outgoing materials.

Marginal Functions:

Performs related duties and responsibilities as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Basic modern office methods and procedures.

Record keeping and filing principles and methods.

Library District, Branch, and Department policies and procedures.

Library ILS search procedures and practices.

Library District terminology and functions.

Correct English usage, spelling, punctuation, and grammar.

Ability to:

Type at a speed necessary to perform the essential functions.

Maintain clerical records.

Accept and manage change and maintain flexibility.

Work quickly and accurately.

Work both independently and as part of a team.

Maintain effective working relationships with those contacted during the course of work.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Serve the general public with patience, tact, and integrity.

Maintain the mental capacity for effective interaction and communication with others.

Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

- standing, walking, or sitting for extended periods of time;
- bending, reaching, stooping, and pushing;
- lifting and carrying;
- operating assigned equipment.

Maintain effective auditory and visual perception needed for:

- making observations;
- communicating with others;
- reading and writing;
- operating assigned equipment.

Skill in the use of personal computers and associated software.

Skill in the use of general office equipment.

QUALIFICATIONS

A. Training and Experience:

High school diploma or GED equivalency required; one (1) year general clerical or secretarial experience required; proficiency in Windows and word processing required; typing skills required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

B. Physical requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5-10 pounds); occasional moderate lifting (11-20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require visual perception, audio perception, and oral communications ability.

C. Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

D. License, Certificate, or Special Requirements:

None

JOB CODE:	1076
FLSA:	NON-EXEMPT
CBA:	NON-SUPERVISOR
DEVELOPED:	AUGUST 29, 2002
REVISED:	MAY 8, 2014