

POTTAWATOMIE WABAUNSEE REGIONAL LIBRARY  
PROCESSING CLERK

Job Summary

Responsible for assisting in collection management activities, processing, repair and maintenance of library materials; performs a variety of routine library clerical and technician duties related to processing, distribution, maintenance, withdrawal, recycle, and storage of print and nonprint library materials. Position reports directly to the Collection Manager.

Duties Performed

- A. Assists with the care and acquisition of materials
  - 1. Assists in the processing of library materials, including typing, sorting, repairing, putting on protective covers, affixing labels, etc.
  - 2. Assists in preparing suggestion list of new and replacement materials for book orders
  - 3. Uses a computer to enter and retrieve acquisition and order information
  - 4. Receives materials from vendors, verifies book deliveries against invoices and helps maintain records of book acquisitions.
  - 5. Unpacks and assists in the routing of all library materials to all locations
  - 6. Assists in the accurate maintenance of the Library's online catalog
  - 7. Organizes and makes repairs to books from all locations, including taping, gluing, sanding, fixing spines, recovering, and relabeling.
  - 8. Organizes material donations from all locations, reviews donations for final disposition including addition to the collection, sale, or recycle
  - 9. Coordinates system wide collection review and weeding processes
  - 10. Helps prepare books to be withdrawn from the collection, organizes sale, donation, or recycling of withdrawn materials.
  - 11. Performs a variety of library clerical tasks, as assigned
- B. Provides assistance to Library staff and patrons
  - 1. Learns all circulation procedures
  - 2. Learns reader's assistance
- C. Performs other duties as requested by the Collection Manager or the Director

Required knowledge, abilities and skills

- A. Ability to read various sizes of print, including very small print
- B. Ability to provide attention to detailed tasks
- C. Ability to numerically and alphabetically arrange material
- D. Ability to perform clerical tasks such as sorting, filing, typing and transcribing information
- E. Ability to work with computers and other technology
- F. Ability to pack, lift, and carry bags and boxes of books and supplies weighing up to 50 pounds

- G. Ability to communicate courteously and effectively with staff members, patrons, and the general public
- H. Ability to understand and carry out directions
- I. Ability to manage time efficiently
- J. Understanding of basic aims, goals, and services of the Library
- K. Potential to become knowledgeable of Pottawatomie-Wabaunsee Regional Library's collection including resources at all locations
- L. Initiative and resourcefulness in improving the collection and services of the Library
- M. Qualities of resourcefulness, good judgment, orderliness, accuracy, tact, courtesy, sense of humor
- N. Willingness to continue personal learning and professional development
- O. High school diploma (or equivalent) or bachelor's degree.