GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for cataloging adult fiction in hardcover, paperback, and books on CD. Reports to the Senior Librarian.

There are two (2) levels of Information Services Specialist distinguished by the level of work performed and the level of experience of the employee.

ESSENTIAL JOB FUNCTIONS

Classifies and catalogues all adult fiction to include hardcover, paperback, and books on CD; assigns bar code and enters item information on paperbacks.

Coordinates the work of volunteers processing paperback books; compiles paperback statistics for all branches; compiles information for part-time payroll.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Library Administration – Considerable knowledge of Dewey Decimal system and cataloging procedures, standards and rules.
- Office Administration – Knowledge of office systems, practices, procedures and administration. Knowledge of general office equipment, and personal computers.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of patron satisfaction.

REQUIRED SKILLS

- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other organizations.
• **Time Management** – Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

• **Computer Skills** – Utilizes a personal computer to enter and retrieve information, as well as library software to effectively complete a variety of tasks with reasonable speed and accuracy.

**REQUIRED ABILITIES**

• **Communication** – Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of reports which include numerical information and statistics. Ability to listen and understand information and ideas being presented verbally and in writing. Ability to handle a variety of personal information in a confidential manner.

**EDUCATION AND EXPERIENCE**

**Information Services Specialist I** – Requires a Bachelor’s Degree in Liberal Arts or Sciences or a related field and 1-2 years related experience or an equivalent combination of education and experience.

**Information Services Specialist II** – Requires a Bachelor’s Degree in Liberal Arts or Sciences or a related field and 3-5 years related library experience or an equivalent combination of education and experience.

**ADDITIONAL REQUIREMENTS**

Requires an acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check.

**PHYSICAL REQUIREMENTS**

• Requires the ability to exert light physical effort in sedentary to light work.
• Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
• Tasks may involve extended periods of time at keyboard or work station.

**SENSORY REQUIREMENTS**

• Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
• Some tasks require the ability to communicate orally.

**ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.