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## Technical Services / Library Accounts

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**JOB TITLE:** Technical Services Librarian / Library Accounts Manager

**IMMEDIATE SUPERVISOR:** Director

**TYPE:** Regular, full-time, including evening and rotating weekend hours.

**SUMMARY:** This position performs responsible and varied paraprofessional, technical, and clerical work in the area of technical services and accounts payable and receivable. As a technical services librarian, this position implements the collection development and management policy through materials purchasing, original and copy cataloging tasks, maintaining quality of local ILS database, and coordinates with the director on deselection of materials from the collection. As an account manager, this position prepares monthly and annual financial reports and, in consultation with the director and town offices, plans, organizes, and carries out the day-to-day financial activities of the library.

The ideal candidate will be self-directed and detail oriented, and an enthusiastic team player with the desire to contribute to providing the highest quality of library services and outreach to the Three Lakes community. The work requires the exercise of professional skill, initiative, and independent judgment, as well as a collaborative, proactive spirit.

**QUALIFICATIONS:** Post-secondary education, B.A. preferred, and two years' library experience. Training and experience with integrated library systems (ILS) and RDA cataloging with z39.50 experience preferred. Experience in public finance administration with college training or work experience in accounting, business or public administration, or any equivalent combination providing required knowledge, skills, and ability. Excellent generalized computer and technology skills.

Required qualifications:

- Knowledge of the basic practices, procedures, and techniques of library science.
- Knowledge of general book classification and general cataloging principles and techniques, including RDA cataloging practices and z39.50.
- Experience with business bookkeeping, accounting operations, functions, and related systems with a personal commitment to and demonstrated competence with accuracy, consistency, and compliance with record-keeping standards in both financial and library systems.

- Ability to research and assist patrons by identifying reliable sources of information, both library- and internet-based; ability to assist patrons of all ages on the selection, organization, and interpretation of library materials.
- General knowledge of library procedures, materials, and practices.
- Ability to use and perform minor maintenance and troubleshooting for various office equipment such as computers, telephones, fax machine, copiers, printers.
- Knowledge of digital literacy and 21st century skills; experience working with, and/or demonstrated skill learning, new technology.
- Ability to effectively utilize computer applications for prolonged periods of time.
- Effective written and oral communication and English language skills.
- Skilled at computer and internet research and reference.
- Ability to maintain an exemplary public service attitude at all times.

Desired qualifications:

- Bachelor's degree in library science.
- Knowledge and experience in governmental/public financial management, including day-to-day processes and monthly/annual reporting and use of standard accounting software and filing.
- Understanding of Wisconsin state statute regarding financial management for libraries.
- Coursework, training, and/or experience with RDA cataloging standards for various standard and non-standard library materials, including obtaining, reviewing, and editing remote records from OCLC and other sources for local items using z39.50.
- Experience reviewing and maintaining record quality in an Integrated Library System.
- Knowledge and experience with creating and maintaining nonfiction authority files and authority control.

**ESSENTIAL FUNCTIONS:** The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. FINANCIAL

- In consultation with the library director, plans, organizes, and carries out the day-to-day financial activities of the library.
- Provides director with monthly and annual financial reports in a timely manner so director can maintain compliance with local, state, and federal regulations.

- Participates in budget development.

## 2. TECHNICAL AND ACQUISITION SERVICES

- Directs cataloging of all materials. Oversees selection and editing of correct bibliographic records to meet RDA cataloging standards and practices, including, but not limited to: selecting correct RDA records from OCLC and other remote sources, editing, and adding information to local records.
- Maintains record quality in ILS.
- Maintains local authority file for nonfiction Dewey classifications. Works with director to establish overall local authority control.
- Uses established collection tools and practices to identify materials to order, including books, DVDs, books on CD, music CDs.
- Place orders through established vendors, maintaining budget parameters and avoiding duplicate titles.
- Processes incoming receipt of materials including allocation of materials to categories for budgeting (juvenile, adult, material types, special orders), and processes packing receipts and invoices according to above criteria for operational budget category allocation.
- Oversees staff/volunteers or performs duties to process incoming materials to prepare them for circulation (e.g., book covering, labeling, stamping, etc.).
- Collaborates with director and adult/ YA and children's programming librarians to purchase and prepare materials for programs and specific audiences/ topics.

## 3. OFFICE ADMINISTRATION

- Processes mail, including maintaining adequate postage and supplies.
- Maintains and reviews office petty cash.

## 4. SECONDARY JOB DUTIES

- Demonstrates an exemplary public service attitude while providing library service to all patrons and the public, including reader advisory (helping readers identify books of interest), answering reference questions, assisting and researching reference questions, supporting patrons in using and learning new technologies, booking conference and study rooms, and developing new and innovative ways of improving service to the public.
- Oversee processing of interlibrary loan (Wiscat) requests, and preparation of items for patron check out and returning/lending to out-of-system libraries.
- Oversee repair of library materials and related volunteer coordination.
- Collaborates in short and long-term planning as a key member of the library leadership team in opportunities to develop and promote the strategic direction and programs of the Demmer Library within the Three Lakes community.
- Opens and closes the library on a rotating basis and assumes responsibility for

operation of the library while on duty.

**NONESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties as assigned by the Library Director.

**PRIMARY PHYSICAL REQUIREMENTS:** (list is not inclusive)

- Requires physical ability to provide setup and cleanup for programs of all types, both indoor and outdoor. May include moving tables, chairs, podiums, and setting up technology (LCD projector, laptop, speakers, etc.).
- Flexibility for reaching and bending to retrieve materials and access file drawers.
- Manipulate stacks of books and similar items weighing up to 50 pounds and loaded book carts weighing up to 100 pounds.
- Ability to work with computers for extended periods of time.