

JOB TITLE: Acquisitions and Receiving Assistant

DEPARTMENT: Patron Accounts and Materials Services

CLASSIFICATION: Group 6

STATUS: Non-exempt

GENERAL STATEMENT:

Under the supervision of the Acquisitions and Cataloging Manager, the Acquisitions and Receiving Assistant performs work related to the acquisition and data entry of library materials, as well as the maintenance and troubleshooting of various circulating technologies. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Values, Vision, and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Works independently to manage the constant flow of materials, including integrating new materials into the existing workflow.
5. Examines and troubleshoots various types of circulating devices/technologies to ensure items are in proper working condition.
6. Works with library vendors to place orders and to resolve any issues with orders and/or received items.
7. Communicates with material selectors from various departments regarding orders and items.
8. Trains new material selectors in the use of vendor web sites and ordering procedures.
9. Performs bibliographic data entry and edits MARC records.
10. Compiles and maintains department files related to acquisitions, receiving and the maintenance of circulating devices/technologies.
11. Prepares invoices for Administrative Assistant.
12. Attends appropriate meetings, workshops, and conferences
13. May oversee the work of department volunteers.
14. May perform mending of damaged materials.
15. May order supplies.
16. May sort and deliver incoming mail.
17. Maintains neatness of work areas including desks, counters, shelves, tables and personal space.
18. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Library Technical Assistant (LTA) degree or two years college.
2. Two years of library work experience

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective working relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Ability to work as a member of a team.
4. Ability to work independently.
5. Considerable ability to follow through tasks to completion and attend to detail.
6. Considerable problem-solving skills.
7. Demonstrated ability and willingness to learn new skills.
8. Working knowledge of integrated online library systems.
9. Ability to learn new technologies/devices.
10. Knowledge of current library classification and cataloging practice and principles, including MARC.
11. Knowledge and skills in the use of appropriate technology.
12. Skill in written and spoken communication.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any

essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017