

County of Berks

POSITION DESCRIPTION FORM

Position Title: Bibliographic Services clerk (Part time)

Department: Library System **Reports To:** Bibliographic Services Manager
(Title)

Wage Category: **Exempt** **Non-Exempt**

EEO-1 Category: Administrative Support **Union Classification:** N/A

POSITION SUMMARY:

This position performs a variety of clerical and technical duties related to processing materials for library collections, preparing inter-library loan shipment, and maintaining supply inventories and data.

POSITION RESPONSIBILITIES:

Essential Functions

1. Receives shipments and verifies contents
2. Coordinates with the Cataloging Librarian when sorting shipments.
3. Applies barcodes and library identification labels to materials according to department standards.
4. Prepares Interlibrary Delivery Service materials for shipment using UPS software. Includes weighing, address verifications, labeling and sealing of packages.
5. Compiles and maintain Excel spreadsheets of processing and supplies costs and other statistics.
6. Fulfills supply requests from member libraries.
7. Assists with tracking and stocking supplies inventories.
8. Additional job duties include covering dust jackets with Mylar or laminate, maintaining files, checks in circulating materials and fulfills hold requests, shelves materials as required, and special projects as assigned.

Effective Date

Revision Date

Non-Essential Functions

None.

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or GED.
2. Public library experience preferred.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Basic computer literacy.
2. Ability to read and file accurately.
3. Ability to follow oral and written instructions and attend to details.
4. Ability to function independently and also to work cooperatively with other staff.

PHYSICAL DEMANDS:

1. Long periods of standing at processing table.
2. Periods of sitting, walking, bending, squatting, twisting, pushing, carrying, and overhead reaching to carry out essential duties.
3. Lifting loads up to 50 pounds regularly.

WORKING ENVIRONMENT:

Normal office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.