JOB TITLE - **Technical Services Specialist**

GENERAL STATEMENT OF RESPONSIBILITIES -

- This position is responsible for processing and cataloging materials. This role ensures materials are accurately and efficiently added to the library's collection and made accessible to patrons.

MINIMUM QUALIFICATIONS

- High School Diploma
- Two years previous experience preferred
- Library cataloging and/or processing experience preferred

SUPERVISION -

- This position reports to the Head of Technical Services

FLSA STATUS -

- This is a part-time, FLSA non-exempt position

WORK SCHEDULE -

- The schedule varies between day, nights and weekends, depending on library needs. One Saturday a month is required.

CONTINUING EDUCATION -

- Attendance at in-house training is mandatory, there are additional opportunities available

NECESSARY KNOWLEDGE SKILLS AND ABILITIES -

- To work and communicate effectively and courteously with the public and library staff using clear and concise written, verbal and nonverbal communication skills
- Complete tasks in a timely manner and work independently under general supervision while following written and verbal instructions
- Strong organizational skills with the ability to prioritize tasks
- Familiar with using work-related databases
- Ability to use office equipment

ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Organizing with detail new items, maintain inventory level with regard to library collection policy
- Reconcile purchase order items and ensure proper deliveries
- OCLC and Illinet InterLibrary Loan processing
- Collecting and preparing data for yearly IPLAR report
- Create lists from Sierra and Decision Center for administrative use
- Cataloging and processing of new materials (books, A/V materials, Library of Things, etc.)
- Interpretation and resolution of reports issued by PrairieCat

ADDITIONAL INFORMATION, DUTIES AND RESPONSIBILITIES -

- Cross train to be back up for the front desk circulation
- Work at least one shift per month at the circulation desk
- Other duties as assigned

JH 10/1/26