

**JOB DESCRIPTION  
MANITOWOC PUBLIC LIBRARY**

**Title of position:** Materials Management Technician

**Date:** April 2017

**Reports to:** Materials Manager

**FLSA Status:** Non-Exempt

**PURPOSE OF POSITION:**

To provide operational support in electronic and digital record keeping. Provides general clerical and administrative support. Provides customer service.

**HOURS OF POSITION:**

The number of hours scheduled are determined by the FTE approved for the position. This position may be scheduled to work any hours the Library is open for business (i.e. weekdays, evenings, Saturday and Sunday).

**FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:**

Essential functions:

1. Maintains computer software and automation equipment which includes but is not limited to: troubleshooting Automated Materials Handler.
2. Maintains acquisition records, database information for serials and information related to the library automated catalog as needed.
3. May be assigned to provide support to other departments. May be assigned to supervise and direct clerks and pages within the Materials Management Department.
4. Serves as information and referral source for questions and concerns related to circulation of materials. Performs functions necessary to check out materials and return materials to circulation. Accurately receives and records receipt of money. Operates postage machine; sorts and delivers mail, delivers mail to post office if necessary.
5. Provides clerical support for the interlibrary loan process. Responsible for the acquisitions and control of serials, books and other print and non-print materials as assigned. Maintains records of standing order subscription list.
6. Verifies bibliographic and patron information and makes necessary entries in the integrated library system. Produce reports from the ILS as necessary.
7. Assists patrons in location of materials. Assists patrons with use of catalog, computers and other equipment.

8. Assists in training employees and volunteers in the standard operating procedures of the library. Refers questions or concerns about training accomplishments to the supervisor.
9. Maintains building security by enforcing library policies for patrons, utilizing disaster and emergency procedures, responding to material threat system and other alerts. Alerts supervisor and notifies law enforcement as necessary. Completes incident reports.
10. Maintain knowledge base by taking advantage of continuing education opportunities, including but not limited to: webinars, conferences, and/or scholarly journals.
11. Other duties as assigned.

#### **PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS\***

Talking, hearing and near vision are required about 100% of the time, with standing and sitting required about 25% of the time and walking required about 50% of the time. Medium levels of fingering are required about 50% of the time, and low levels of lifting and carrying are required about 25% of the time. Medium levels of pushing/pulling, low levels of fingering, stooping, bending/twisting and reaching are required in unusual or non-routine circumstances.

\*For additional information on physical demands, refer to position inventory.

#### **WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

Over 75% of the time is spent indoors, with protection from weather conditions.

#### **EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, laser printer, digital copier, calculator, telephone, scanner, digital camera. A variety of computer software and hardware programs are also utilized.

#### **QUALIFICATIONS NEEDED:**

An Associate Degree in related field or a combination of equivalent work experience and education to fulfill the essential duties.

Business skills, including the ability to effectively multi-task and prioritize workload, work independently and maintain strict confidentiality are required. Proven diagnostic and testing skills, the ability to communicate effectively in both oral and written format, work as part of a team and a willingness to learn and apply changing technology methods is also required. The ability to maintain composure and exercise good judgment is also required. The ability to provide effective customer service to populations of varied needs and abilities and the ability to work effectively with a culturally diverse population is also required.

The Manitowoc Public Library reserves the right to consider candidates whose education and work experience provides comparable knowledge, skills and abilities.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The Manitowoc Public Library retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Board Approved August 25, 2014

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