



The Urbana Free Library

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TO: Urbana Civil Service Commission

FROM: Celeste Choate, Executive Director of The Urbana Free Library

DATE: July 31, 2019

SUBJECT: Update to job descriptions for Acquisitions Clerk—Full time/Part time and Cataloging Clerk—Full time/Part time

Discussion

The Urbana Free Library is reorganizing positions within Administration and Acquisitions to achieve smoother functioning in both departments. Currently, a full-time, Civil Service position has combined duties of 2/3 Acquisitions Clerk and 1/3 Administration Clerk. After the reorganization, this employee will work approximately as 1/2 Acquisitions Clerk and 1/2 Cataloging Clerk as per the attached job descriptions.

In addition to verbalized interest from the employee in these new duties, the hours worked as a Cataloging Clerk are at a higher pay grade. The remaining Administration Clerk hours will be filled by a new hire in an hourly role.

Recommendation

Staff recommends the Civil Service Commission approve the revised job descriptions.

Attached:

- Job description: Cataloging Clerk (full-time/part-time)
- Job description: Acquisitions Clerk (full-time/part-time)



ACQUISITIONS CLERK – FULL TIME/PART TIME

JOB DESCRIPTION

Department: Acquisitions Services	Benefits: Yes (pro-rated for PT)
Division: Collection Access Services	Time: 39 hours per week for Full Time and minimum 20 hours per week for Part Time
Job Type: Civil Service (FT) ; Non-Civil Service (PT)	FLSA Status: Non-Exempt
Reports To: Director of Collection Access Services Acquisitions Manager	Wage Range: \$14.823-\$19.269 <u>15.4232-\$20.0499</u> per hour for Acquisitions Clerks and Administration Clerks

JOB SUMMARY

The Acquisitions Clerk performs detailed clerical work that involves the receiving of Library materials, ~~daily cash accounting and credit card reconciliation~~, receiving and distribution of Library's daily mail and packages, preparation of outgoing daily mail and packages, and all processing, claiming, and subscription maintenance for the Library's magazine collection. Acquisitions duties demand extensive attention to detail and organizational skills, and the clerk must be continually positive and proactive while handling many tasks at once in a busy environment. Duties are carried out under specific procedural guidelines, policies, and supervision of the ~~Director of Collection Access Services and senior Acquisitions Clerks~~Acquisitions Manager. ~~A full-time or part-time Acquisitions Clerk will also be trained to work as an Administration Clerk, performing duties within the Library's Administration Office.~~

ESSENTIAL FUNCTIONS

- Receives Library materials, verifies invoices, and corresponds with vendors.
- ~~Performs daily cash accounting and credit card reconciliation.~~
- Receives, sorts, and distributes daily mail for the entire Library; prepares outgoing daily mail and packages as needed.
- Processes, claims, and maintains subscription files for Library's magazine collection.
- Performs other related duties as assigned.
- Participates in Library-wide committees and activities.
- Attends department and other meetings as scheduled.
- Other duties may include processing, mending, and repairing Library materials and packaging in all formats; entering and editing data into the Library catalog; participating in collection maintenance as assigned; monitoring inventory of processing supplies; and participating in creating recommendations for the physical preparation of new formats.
- Provides Administration with backup assistance for clerical duties as needed.

JOB REQUIREMENTS

Education & Experience

- Graduation from high school or equivalent required.
- 25 words per minute keyboarding skills.

- One year successful, continuous work experience.
- Technical service, acquisitions, or clerical experience all preferred.

Knowledge of

- Basic word processing and spreadsheet software.
- General office and clerical procedures.

Skills

- Excellent attention to detail and organizational skills.
- Accurate keyboarding skills.
- Excellent verbal and nonverbal communication skills.
- Dependability and honesty.
- Physical strength and agility sufficient to push loaded book trucks, to lift and carry up to 50 pounds, and to access high and low shelves.
- Manual dexterity to perform assigned tasks.

Ability to

- Understand and follow detailed oral and written instructions.
- Learn and follow all relevant Library policies.
- Assume responsibility and work neatly, efficiently, and accurately without direct supervision.
- Handle frequent, sudden task changes effectively.
- Work in a team atmosphere in a consistently cooperative manner.
- Communicate effectively orally and in writing.

Licenses, Certifications, and Memberships Required

- None.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with Acquisitions Services team members, vendors, volunteers, and other Library staff.
- Occasional contact with patrons.

SUPPLEMENTAL INFORMATION

Working Environment: *The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable*

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work will occur primarily at The Urbana Free Library and specifically in the Acquisitions Services workroom.
- Typical work schedule is daytime, weekday hours.

Physical Requirements: *The physical demands described herein 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 walk, sit, and talk or hear.
- The employee is frequently required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must push loaded book trucks, occasionally lift and/or move up to 50 pounds, and access high and low shelves.
- The employee must perform repetitive tasks quickly, neatly, and accurately.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.
- Hearing: Hear in the normal audio range with or without correction.
- Other: Lifting, pushing, and keyboarding.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Urbana Free Library is an Equal Opportunity Employer.

Last updated: ~~October 25, 2016~~ July 25, 2019



CATALOGING CLERK – FULL TIME/PART TIME

JOB DESCRIPTION

Department: Acquisitions Services	Benefits: Yes (pro-rated for PT)
Division: Collection Access Services	Time: 39 hours per week for Full Time and minimum 20 hours per week for Part Time
Job Type: Civil Service (FT) ; Non-Civil Service (PT)	FLSA Status: Non-Exempt
Reports To: Director of Collection Access Services <u>Acquisitions Manager</u>	Wage Range: \$16.683-\$21.687 <u>\$17.3592-\$22.5667</u> per hour

JOB SUMMARY

The Acquisitions Cataloging Clerk works in a highly automated environment and performs detailed technical and clerical work that involves receiving and processing of library materials; maintenance of the online catalog, including searching, selecting, editing, and data entry of bibliographic and item records; and maintenance of the physical collection including mending of materials and discarding damaged items. Duties are carried out under specific procedural guidelines and the supervision of the ~~Director of Collection Access Services~~Acquisitions Manager and relevant staff members.

ESSENTIAL FUNCTIONS

- Searches, selects, edits, and enters data into the online catalog.
- Performs descriptive cataloging.
- Works with librarians and department heads to maintain catalog integrity.
- ~~Receives Library materials.~~
- Corresponds with vendors, ~~and processes invoices.~~
- Prepares statistics as requested.
- Provides detailed processing instructions to Acquisitions Services hourly clerks.
- Monitors departmental workflow and assists in implementing procedures.
- Inventories collection.
- Participates in Library-wide committees and activities.
- Carries out other duties as assigned.

JOB REQUIREMENTS

Education & Experience

- Graduation from high school or equivalent.
- 25 wpm keyboarding skills.

- One year continuous, successful work experience required.
- Two years prior successful Library experience preferred.
- Cataloging experience preferred.
- Full-time requires passing score on the Civil Service exam. Part-time requires passing score on the Acquisitions Services exam.

Knowledge of

- Word processing and spreadsheet software desired.
- General office and clerical procedures required.

Skills

- Accurate keyboarding.
- Exceptional orientation to detail and neatness.
- Dependability and honesty.
- Physical strength and agility to perform assigned tasks.

Ability to

- Work independently without close supervision.
- Work with a number of databases.
- Master complex routines.
- Learn and follow all relevant Library policies.
- Complete work with speed and accuracy.

Licenses, Certifications, and Memberships Required

None.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with Acquisitions team members and other Library staff.
- Regular email or telephone contact with vendors and occasional meetings with vendor representatives.

SUPPLEMENTAL INFORMATION

Working Environment: *The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable*

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work will occur primarily at The Urbana Free Library.
- Occasionally, employee may attend off-site training or conferences.
- Typical work schedule is day-time, weekday hours, but schedule must be flexible to accommodate the needs of the department.

Physical Strength and Agility: *The physical demands described herein 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 walk, sit, and talk or hear.
- The employee is frequently required to use hands to, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.
- Hearing: Hear in the normal audio range with or without correction.
- Other: Lifting, pushing, and keyboarding.

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