



**Campbell County Public Library**  
*Employment Opportunity Posting*  
*Posted 11/12/15*

**JOB OPPORTUNITY**

JOB TITLE: Collection Services Assistant

WORKSTATION: Technical Services

SCHEDULE: Generally Monday-Friday  
9 a.m. – 5:30 p.m. (40 hour a week)

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for requirements. Basic knowledge of Word and advanced knowledge of Excel are required. Have library experience and familiarity with Polaris are a plus.

WORK SAMPLE: Send a work sample of an Excel worksheet that has a date header in a date formatted field; a title header with a text formatted field; a List Price header with a currency formatted field and a Discount Price header with a calculated field showing a currency formatted field with a 43.5% discounted price. (This has to be included with application)

COMPENSATION: \$12.45 per hour

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Please complete application online at:  
[www.cc-pl.org/employment](http://www.cc-pl.org/employment)



## Collection Services Assistant

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REPORTS TO:	Collection Services Coordinator
JOB CLASSIFICATION:	4
STATUS:	Non-exempt
REVISED:	12 November 2015
REVIEWED:	12 November 2015

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### BASIC FUNCTION:

Under the general direction of the Collection Services Coordinator, the Collection Services Assistant performs specialized tasks using knowledge of collection services to prepare order, track, and receive library materials. Duties may require independent judgment and action within specific parameters. The Collection Services Assistant interacts with the public and other staff members.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

### RESPONSIBILITIES:

- Submit orders to vendors using the Polaris Integrated Library System, vendors' websites or other ordering tools. Orders may be submitted using Electronic Data Interchange (EDI) or other method. For EDI order, import records from vendor ordering tools to create Polaris record sets and purchase orders. For all purchases, create, release and send purchase order records in Polaris.
- Create orders from Holds Purchase Alert and other SQL query results to fill holds for materials.
- Place EBSCO magazine order using EBSCO's website.
- Maintain other, non-EBSCO serials and reorder as needed.
- Maintain list of current magazine orders and cancellations.
- Use Polaris to invoice magazine subscriptions.
- Maintain magazine bibliographic, serials holdings, subscription, and on order records in Polaris, including Zinio.
- Find or create appropriate order level bibliographic and item records.
- Receive materials from Amazon, Center Point, Visco, and other vendors that are not Baker and Taylor or Midwest Tape.
- Create electronic invoices and send paper copies of invoices to the Business Office, except Amazon invoices.
- Inform Technical Services Manager when vendor errors occur.
- Write appropriate branch code to books or apply appropriate hub label to AV media.
- Create and maintain a file of job aids for common job tasks.
- Serve on committees as assigned.
- Perform other duties as assigned.

**EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

- Bachelor's degree or a combination of post secondary education and relevant work experience.
- Basic computer experience with standard office software, including Microsoft Office products, email, and internet usage.

**PHYSICAL DEMANDS:** 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.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

*The job description is not a contract between the Library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.*