



**Campbell County Public Library**  
*Employment Opportunity Posting*  
*Posted May 26, 2023*

**JOB OPPORTUNITY**

JOB TITLE: Collection Services Specialist

WORKSTATION: Newport

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: \$17.00 per hour

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

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



## Collection Services Specialist

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REPORTS TO: Collection Services Coordinator  
JOB CLASSIFICATION: 5  
STATUS: Non-exempt  
REVISED: 04 April 2022  
REVIEWED: 04 April 2022

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### **BASIC FUNCTION:**

Under the general direction of the Collection Services Coordinator, the Collection Services Specialist performs a variety of specialized tasks to support the work of the Technical and Collection Services department. Duties require independent judgment and action within specified parameters. The Collection Services Specialist 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 various ordering methods. Create and maintain orders, invoices, bibliographic and item records and other documentation as appropriate.
- Oversee the library's serials subscriptions. Create and maintain orders, invoices, bibliographic and holdings records and other documentation as appropriate. Communicate with branch managers regarding serials subscriptions for their branches. Work with serials vendors to resolve issues, reporting unresolved issues to the Technical Services Manager.
- Oversee the library's Amazon Business Account. Create and maintain related documentation. Provide invoices and/or other transactional information to the library accountant.
- Receive and process materials from Amazon, Center Point, Visco, and other designated vendors.
- Assist with filling holds and requests using the Holds Purchase Alert, longstanding holds queries, or other resources as directed. Communicate with patrons and/or staff regarding requests and holds as necessary.
- Assist with routine Interlibrary Loan tasks, working in concert with the Interlibrary Loan Specialist, as directed by the Collection Services Coordinator.
- Create, update and maintain other departmental documentation as directed.

- Create, update and maintain written instructions 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.
- Proficiency in computer use, including Microsoft Office products, email and general internet and website navigation and use.

**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.*

**ACCEPTED BY:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_