



City of Waukee Technical Services Librarian

SALARY	\$30.11 - \$32.57 Hourly	LOCATION	Waukee, IA
JOB TYPE	Full-Time	JOB NUMBER	Tech Services Librarian 2025
DEPARTMENT	Library	OPENING DATE	01/29/2025
CLOSING DATE	2/11/2025 4:00 PM Central		

JOB PURPOSE

The Technical Services Librarian is responsible for the accurate cataloging, processing, and maintenance of the library's collection. This role involves managing both physical and digital resources, providing support for library technology, and facilitating delivery services.

ESSENTIAL FUNCTIONS & SUCCESS FACTORS

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

- Under the guidance of the Technical Services Manager, perform work to maintain Technical Services functions including acquisitions, cataloging, processing, inventory, ILS, print management, and website maintenance.
- Perform original and copy cataloging of all formats of library materials to facilitate their identification, access and use.
- Processes Interlibrary Loan (ILL) and IA Shares requests including verifying, responding, selecting, shipping or receiving, and tracking requested items.
- Processes physical library materials according to library standards and guidelines.
- Assist with maintenance of the library's Integrated Library System (ILS), print management system, and website to resolve issues and work to improve functionality.
- Contributes to the development, upkeep, and management of the library's collection and online resources.
- Assist with patron notification communications via email and print mail.
- Provides basic technology troubleshooting of library equipment and ensures issues are properly reported.
- Provides quality customer service, readers' advisory, new patron orientation and ongoing patron education, and answers reference questions.
- Occasionally serve as staff member in charge, providing leadership to address emergencies, safety issues, and patron feedback.
- Compiles statistics and reports as directed.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Maintain knowledge of current holdings and library resources, both print and electronic.
- Actively learn and apply library policies, procedures, and related skills.
- Interact effectively, professionally, and tactfully with patrons, vendors, library staff and City staff in other departments.
- Comprehensive knowledge of current cataloging and classification standards.
- Demonstrated knowledge of professional librarianship, issues, and trends.

- Ability to conduct a reference interview and be able to answer reference questions with authority and tenacity to meet patron needs.
- Ability to maintain high degree of accuracy and attention to detail.
- Demonstrated success in interpersonal and communication skills.
- Ability to operate standard office equipment, perform required data entry proficiently and use library software and computer systems effectively.
- Be comfortable working in close proximity to all age categories.
- Exhibit a cheerful attitude.
- Create and participate in a team environment.
- Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures ensuring that all work performed meets those standards.

QUALIFICATIONS

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- Bachelor's degree in library science, education or a related field required. Master's degree in library science preferred.
- Knowledge of current cataloging and classification standards.
- Two years of public library work experience, including maintaining library technology systems required.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

PHYSICAL REQUIREMENTS:

- Required to move or lift up to 25 pounds and occasionally up to 35 pounds.
- Ability to sit for long periods of time and to maintain focus on projects such as computer screens or detailed paperwork.
- Must be able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees and the community.

WORKING CONDITIONS:

- Climate-controlled office with hazards typical of that environment, minimal outdoor work is required.
- Standard work hours may include occasional evenings and weekends.
- To successfully fulfill the essential functions of this position, employee must maintain standard work hours within the Waukee Public Library building.