

MERIDIAN LIBRARY DISTRICT RESOURCE SPECIALIST



Position Summary

The Resource Specialist performs duties in assigned areas relating to selection, acquisitions, cataloging, processing, and collection maintenance under the guideline of the Collection Development Policy. Duties may include the following: order library materials and transmit records into the Integrated Library System (ILS); resolve issues with orders; maintain the library serials subscriptions; receive, invoice, catalog and process all library materials; de-select and delete library materials. Additionally, the Resource Specialist oversees the Interlibrary Loan process (ILL) and supply ordering for the District.

Work is performed independently under general supervision.

Duties and Responsibilities

Essential

Collection Development and Maintenance

Reviews, organizes, prioritizes and orders selected materials from vendors and creates/uploads records in/into the ILS, editing as needed. Maintains serials collection and adds, edits and deletes serials. Performs updates and maintains information in online catalog for maximize efficiency and discoverability. Performs original and copy cataloging and adapts online records according to guidelines in all subject areas and languages as needed to ensure maximum discoverability within the public catalog. Interprets and applies Library of Congress subject headings, the Dewey Decimal System, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials. Maintains authority records and performs needed authority work in the database. Processes and mends library materials. Deselects, deletes and discards materials no longer needed for collections.

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Interlibrary Loan (ILL)

The Resource Specialist reviews, searches, processes and resolves issues with patron interlibrary loan requests from other institutions, utilizing the District's ILS and the resource sharing software OCLC. Searches the ILS, the public catalog, and resource sharing databases to locate and place requests on books and other library materials to fill ILL requests. Utilizes circulation functions in ILS to create and update ILL records and patron blocks. Actively corresponds with patrons and institutions in regards to ILL. Prepares materials for mailing or delivery to requesting library or District branches and receives materials returned from loan and returns items to library collections. Updates and assists Reader's Services Supervisors on changes to ILL databases, procedures, service and/or policies. Updates and maintains District profile in resource sharing software/database.

Customer Service

Provides high quality internal customer service to other staff and vendors, and is responsive to patron requests. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

Reports and Recordkeeping

Maintains good records related to acquisitions, processing and purchases. Runs statistical and collection ILS maintenance reports and performs ILS and third-party software data maintenance. Maintains good attendance and timekeeping records.

Marginal

Supports branch operations by ordering supplies as requested by branch personnel.

Works with Lynx Library Consortium and Meridian Library District Material Services staff to update procedures and ensure standards are met. Processes patron requests, maintains vendor records and selects materials and supplies for purchase in assigned areas. Supports the Material Services team in ordering and processing materials, as needed.

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion.

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Provides exemplary customer service and embodies the values of the District. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including volunteers and coworkers, of all ages, from diverse backgrounds. Has a desire to work in a public service role, builds and maintains working relationships with individuals at all levels of the library, and fosters positive partnerships with outside organizations.

Proficient with standard office applications (including Microsoft Office and Google Workspace), online library automation system and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies. General understanding of public libraries and library services and the principles of library classification. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

This position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and/or negotiation of conflicts.; Understands and communicates knowledge of customers' priorities and needs; takes accountability for ensuring customer satisfaction district-wide.

Experience: 2 years of library experience, public library preferred

Education: High School Diploma or GED and 2 years of postsecondary education, or equivalent education, training, or experience.

Training, Licenses, and Certifications: Courses and/or training in computerized library cataloging or acquisitions

Supervisory Responsibility: None.

Preferred Qualifications:

Bachelor's degree or MLS/MLIS degree from an ALA accredited library school.

Bilingual preferably Spanish-English or Russian-English.

Two or more years of experience in cataloging or acquisitions.

Knowledge of the principles and practices of automated library systems, library classification systems, AACR2 and RDA standards, and knowledge of trends and practices in library service.

Extensive experience and familiarity with computers, MS Office programs and online searching.

Desired personal attributes include a sense of humor, a passion for engaging people from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

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Working Conditions

Physical Requirements: This position requires the employee to sit (frequently); occasionally stand, twist/turn, maintain flexibility, and speak clearly; perform fine manual dexterity movements; constantly see, hear, and listen; occasionally stoop/bend, kneel, walk, squat, crouch, and balance. This position also requires the employee to lift and carry up to 30 lbs; reach at, above, and below shoulder height; grasp objects weighing 30 lbs., push and pull objects weighing 50 lbs.

Mental Requirements: This position requires the employee to read, write, perform clerical duties, comprehend and use perception, and perform basic math.

Technology, Equipment, and Devices: This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, vendor applications, library systems and databases, email, reporting tools, and cloud environments. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as work with an automated material handling system (sorter machine), book carts, DVD players, small tools, and labels.

Work Environment: The job requires the employee to be subjected to repetition, working alone, working remotely, working around others, verbal contact with others, face-to-face contact, inside environments, and moving objects.

Expected Hours of Hour: The job requires work to be performed during regular daytime business hours Monday-Friday. Position schedule is subject to change at any time at the discretion of management.

Expected travel: This job requires occasional travel between District locations and limited travel for training and conference activities.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.

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