

LIBRARY TECHNICIAN II

Recruitment #1701-2646DC-001

List Type	Transfer/Promotional
Requesting Department	LIBRARY
Open Date	3/17/2017
Filing Deadline	3/31/2017 11:59:00 PM
HR Analyst	Emily Keeley

INTRODUCTION

**** ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED ****

PURPOSE

The Library Technician II works as part of a team to provide clerical support to the Technical Services department through ordering and processing new library material, creating electronic records, and maintaining databases. The Library Technician II will be trained to work in both the Acquisitions and Serials Unit and the Copy Cataloging and Database Maintenance Unit of the Technical Services department.

ESSENTIAL FUNCTIONS

- Create and update records in online databases representing many formats of material.
- Perform electronic record enhancements; clean up and update projects on records.
- Write appropriate RFID (radio-frequency identification) tags for materials and place items into transit for distribution.
- Create orders and brief bibliographic records for all materials; prepare and send electronic orders.
- Open, unpack and verify materials and affix labels associated with the material.
- Cover book jackets with Plasti-kleer, add disc pockets and perform repairs as needed.
- Sort and deliver interoffice, USPS and UPS mail within the Central Library.

Acquisitions and Serials Unit

- Create and update check-in records for subscriptions, standing orders, microforms and government documents.
- Identify items in need of action related to title variations, publication patterns, cancelled or ceased publications.
- Prepare serials for shipment to bindery.
- Sort newspapers, magazines and government documents for check-in.
- Process errors and imperfect copies for return to vendor and request vendor credits.
- Prepare invoices for payment: process invoices into catalog database and enter invoice and fund information into the city's payment system (FMIS).

Library Technician II (Milwaukee Public Library)

Copy Cataloging and Database Maintenance Unit

- Compare catalog records to physical materials to verify bibliographic information is correct.
- Assign call numbers to materials accurately without duplicating call numbers already in use.
- Perform reinstatement routines to found items that were previously deleted from the database.
- Re-package non-book materials into lockable cases.
- Scan and resize media art from vendor for use in the library's packaging.
- Recall materials from around the library system to correct processing errors.
- Eliminate missing items from database.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Two years of full-time office experience, including a substantial amount of computer data entry.

DESIRABLE QUALIFICATIONS

- Familiarity with library catalog systems.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Customer service oriented; excellent teamwork and interpersonal attitudes.
- Ability to be flexible and adaptable to cope with changing priorities.
- Ability to type with speed and a high level of accuracy.
- Ability to multi-task and adhere to deadlines.
- Ability to use related computer software and manage electronic files.
- Ability to work with multiple ILS modules, RFID software, FMIS, Baker and Taylor and Microsoft productivity software.
- Aptitude for and interest in highly detailed clerical work.
- Ability to work both independently and as part of a team.
- Effectively communicate ideas and information both in written and oral form.
- Ability to set priorities in order to meet assignment deadlines.
- Ability to develop feasible, realistic solutions to problems and recommend actions designed to prevent problems from occurring.
- Ability to make independent decisions with minimal supervision.
- Ability to arrange items in alphabetical and numerical order.

CURRENT SALARY

The current starting salary (PG 6EN) for City of Milwaukee residents is **\$30,529** annually, and the non-resident starting salary is \$29,780 with excellent benefits.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

NOTE: *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process and have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.*