

Mission Statement

Southern Maryland Regional Library Association, Inc. is a regional resource center for the public libraries in Calvert, Charles and St. Mary's counties. It was formed in 1959 to provide additional services to the citizens of rural Maryland through their local county libraries. It is part of a state-wide resource network of three regional centers, working in collaboration with the State Library Resource Center, to provide efficient, economical and coordinated library services county libraries cannot adequately provide themselves.

The Association's mission is:

The citizens of Calvert, Charles, and St. Mary's Counties will have equal access to information through the efficient, economic, and effective sharing of resources among public libraries and all types of information agencies.

Job Title: Technical Services Clerk

Grade Level : 3

FLSA Status : Nonexempt

Supervisor Title: Catalog Librarian II

Reviewed and Approved By:

Date Approved/Revised: January 18, 2022

Job Summary

Receives, copy or original catalogs, processes, and distributes Tri-County library material to ensure all items have accurate bibliographic and holding information and titles are sent to the appropriate locations. Provides internal and external customer service and assists other staff with routine tasks.

Essential Functions

A list of the **essential functions** of the job, with the **most important** first, and the approximate percentage of time spent on each over the course of a year.

1. Processes Tri-County library orders to ensure that all items have an accurate bibliographic record. Receives incoming packages and ships items to appropriate library branches.

2. Provides internal and external customer service by assisting with queries or directing customers to the appropriate SMLRA or Tri-County resource.

3. Provide some assistance to the interlibrary loan position.

Performs all other duties and responsibilities as assigned or directed by the supervisor. This may include attendance of and participation in required training for role.

Supervisory Responsibilities

Indicate the type and scope of supervisory responsibilities of this job..

Direct Supervisor: Direct authority to make decisions on the following: employee hiring, disciplinary action, starting salaries and merit increases; conduct employee performance evaluations.

Assigned Lead: May recommend the following: employee hiring, disciplinary action, and starting salaries; provide input on employee performance evaluations.

Does not have any supervisory responsibilities.

Budget Responsibilities

The item(s) below best describe the job's involvement in the budgetary process.

No Involvement

Plan/Forecast

Prepare

Approve

Monitor

Education

Required	Preferred	Level of Education	Field of Study
<input type="checkbox"/>	<input type="checkbox"/>	Doctoral/advanced degree	
<input type="checkbox"/>	<input type="checkbox"/>	Master's degree	
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's or vocational/technical school degree	
<input type="checkbox"/>	<input type="checkbox"/>	Vocational or technical training	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	High school diploma or GED	

Work Experience

Indicates the **minimum level** of work-related experience required to effectively perform the job's responsibilities. This is not necessarily the same as the incumbent's experience.

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

More than 8 years

Required Knowledge, Skills, and Abilities:

Describes the type and level of knowledge, skills, and abilities required to perform the essential functions of this job.

Knowledge of the basic elements of book and publishing information.

Knowledge of shipping and receiving practices and mail processing procedures.

Knowledge of computer usage and current generation computer software.

Skills in using a computer.

Interpersonal and communications skills.

Detail oriented skills.

Ability to follow complex instructions and rules.

Ability to work in a production environment.

Ability to lift 50 pounds or more and to bend, kneel, and push.

Ability to work cooperatively.

Ability to complete and track a variety of complex tasks.

Physical/Environmental Demands

Indicates the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency.

Office environment/no specific or unusual physical or environmental demands

Specific physical requirements or environmental exposures:

Ability to lift up to 50 lbs

Additional Information

This general outline illustrates the type of work that characterizes the job. It is not an all-encompassing statement of the specific duties, responsibilities, and qualifications.

SIGNATURES *(Typed name is acceptable for electronic submission)*

Supervisor Name

Supervisor Signature

Date

CEO Name

CEO Signature

Date