Title: Conservation Technician  
Dept: Collection Management Services (Selection and Order)  
Job Code Number: 10510

Reports to: Manager, Selection and Order  
Grade Number: 10, Represented  
Effective Date: Revised January 2019  
FLSA Status: Non-exempt

General Position Summary:

Prolong the life and usability of KCLS print materials through the application of conservation techniques. Coordinate the flow of materials in and out of the work unit and provide overall training and direction to KCLS staff regarding book repair techniques and procedures.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Evaluate the condition of print materials received to determine method of repair (internal vs. outside bindery).
2. Make appropriate repairs to print material applying various conservation techniques and skills.
3. Prepare materials for the commercial bindery and oversee the flow of materials to and from the bindery, according to evaluation criteria and budget parameters.
4. Provide general direction and specific training to part time work unit staff members.
5. Conduct on-the-job training in book mending procedures to KCLS staff and volunteers.
6. Coordinate the workflow with other departments within Collection Management Services.
7. Provide management with estimates of annual expenditures for supplies, equipment and outside service for budget purposes.
8. Maintain an inventory of supplies needed to repair printed materials.
9. Coordinate conservation efforts in the event of a disaster or other serious damage to library materials.

Secondary Duties:

1. Monitor the performance and condition of equipment and make necessary repairs and adjustments.
2. Perform other related duties as required or as assigned.

Core Competencies:

Valuing Diversity
Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each...
member of the community brings to the whole. Seeks opportunities to learn about differences.

**Customer Focus**
Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Ethics, Values and Judgement**
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization’s values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

**Professional and Technical Knowledge**
Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

**Work Quality**
Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**
- High school diploma or GED equivalent, along with some training or experience in book repair or related work.
- Two years’ experience demonstrating the ability to perform book and document conservation repair preferred.

**SPECIAL REQUIREMENTS**
None.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is constantly using hands and fingers to grasp, twist items, and put pressure on items, this may be repetitive up to frequently. Frequently required to stand and walk. Frequently will reach out with hands and arms. The employee will seldom lift up to 40 pounds and frequently up to 10 pounds for moving items. Will occasionally push/pull with moderate force to tighten or loosen the book presses.

**WORK ENVIRONMENT**
Work is performed indoors and involves heavy lifting, extensive close work (eyestrain) and working near moving mechanical parts.

**Advancement Possibilities:**
Maintenance Worker

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____________________

Director of HR