

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **MDS Technician I**

Dept: **Materials Distribution Services**

Reports to: **Manager – MDS**

Effective Date: **Revised January 2019**

Job Code: Number: **10391**

Grade Number: **7, Represented**

FLSA Status: **Non-exempt**

General Position Summary:

This is a technical/clerical position providing support to the department.

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. Unpack shipments and prepare necessary paperwork and/or enter information into database software such as Access, or other software used by the department.
2. May locate and select vendor for materials, as directed, and order parts for media sets.
3. Perform searches to locate materials and determine their availability.
4. Update and maintain database systems and ensure accuracy.
5. Prepare reports and other materials or documents.
6. Prepare print and/or non-print materials for processing or circulation.
7. Shelve, retrieve and prepare materials for circulation.
8. Process patron requests within assignment. This includes searching for requested titles, placing holds, notifying patrons and checking out and in items including special kits.
9. Process and shelve staff holds for KCLS library materials. Check-in library materials from staff book drop.
10. Perform various clerical duties such as typing, filing, faxing, answering telephones, photocopying, processing mail, preparing, supplying and identifying need for maintenance of equipment and work areas, and scheduling meetings and appointments.
11. May perform a variety of circulation software functions such as deleting holdings information, and assigning new library materials to owning branch.
12. May answer the door and accept shipments and inquiries from outside vendors. Incoming items must be noted and delivered to appropriate individuals.
13. May evaluate and mend library materials as well as prepare for bindery.
14. Maintain flexibility in an environment with many interruptions.
15. Perform detailed tasks at high volume within time parameters.

Secondary Duties:

1. Assist others with office equipment such as faxes and photocopiers and self-check in machines.
2. Provide back up to others within department.

3. May provide clerical assistance at weeds.
4. Perform other related duties as necessary or assigned.

Core Competencies:

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.

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 from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & 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 foster personal success and connections for others.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Teamwork/Collaborating

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

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:

The position requires:

- High school diploma or GED equivalent.
- Up to 1 year related experience.

- Working knowledge of office software programs and database systems such as Access, circulation software or others used by the department.

SPECIAL REQUIREMENTS

May require a valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, tasks are switched often. Constantly sits and occasionally walk and seldom stand. Frequently turns and twists at waist and neck to process books. Will frequently reach up to chest level with hands and arms and up to occasionally will bend. The employee will frequently lift/carry less than 3 pounds and seldom lift/carry up to maximum 35 pounds and occasionally push/pull carts using up to moderate force.

WORK ENVIRONMENT

Work may be performed in a variety of environments such as office, library or shipping area. Work typically involves extensive close work (eyestrain), PC monitoring, and may require constant or frequent sitting, standing, or repetitive lifting. Work may occasionally be near moving mechanical parts or high speed automated systems.

Advancement Possibilities:

Library Assistant
Library Technician series

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