

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **MDS Technician II**
Dept: **Materials Distribution Services**
Reports to: **Manager – MDS**
Effective Date: **Revised January 2019**

Job Code Number: **10392**
Grade Number: **9, Represented**
FLSA Status: **Non-exempt**

General Position Summary:

This is a paraprofessional position within a department. Provides necessary technical and clerical support for department and may provide training and assistance to new and lower level classifications.

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. Receive materials and enter into record management database such as OCLC, Access, integrated library system software or other software system used by the department. May include downloading, updating, deleting and creating records.
2. Perform database searches to locate materials, evaluate and determine availability.
3. Update and maintain data and database systems and ensure accuracy.
4. Create and prepare reports and other materials or documents. May update and maintain assigned manuals and documentation used within the department.
5. Manage incoming and outbound shipments. Prepare and sort incoming and outbound mail. Deliver all mail and packages. Prepare outbound shipments.
6. Process patron requests including placing holds on KCLS owned materials and request materials from other institutions.
7. Prepare and authorize invoices for payment. Reconcile account statements and research discrepancies.
8. Maintain inventory and order materials and/or supplies. Resolve problems which may include late orders, shortages, title changes and other discrepancies by working with vendors and/or others to reach resolution.
9. Correspond via e-mail, fax, letter, and phone with KCLS staff and/or outside vendors, contractors or patrons. Perform various clerical duties such as, filing, faxing, answering phones, photocopying, and meeting arrangements.
10. Prepare books for binding and mend books as needed.
11. Serve as a resource for others with questions or needing information. Research requests for information or materials as needed. Train new and lower level staff. May oversee or assist in overseeing workflow or assigning work.
12. Maintain flexibility in an environment with many interruptions.
13. Concentrate for long periods and work under time constraints.

Secondary Duties:

Secondary duties may include any or all of the following:

1. Assist others with office equipment.
2. Provide back up to others within department.
3. May provide clerical support at weeds.
4. Participate in meetings, conferences, and seminars.
5. 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:

A typical way of obtaining the ability to perform the job duties and responsibilities listed above and the knowledge, abilities and skills of the position is through

- High school diploma or GED equivalent.
- At least two years of related experience.
- Or, an equivalent combination of training and experience.
- Considerable knowledge of office software programs and an integrated library system and applicable modules, or database software systems such as Access, 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 finger use and frequent typing, tasks are switched often but can be occasionally repetitive. Constantly sits and occasionally walks and stands. Will frequently reach up to chest level with hands and arms and up will seldom bend. The employee will frequently lift/carry less than 3 pounds and seldom lift up to maximum 10 pounds and seldom 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 heavy lifting.

Advancement Possibilities: (depending on qualifications)

Library Technician III

Division Assistant

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