



## **Part-time Materials Management Specialist**

Grade 6 – Specialist III  
FLSA Non-Exempt  
Base Pay: \$14.50/hour  
Up to 30 hours per week  
Some Saturdays required

**The Nappanee Public Library is seeking a part-time materials management specialist.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Verifies library materials orders (checking in, matching up orders).
- Processes new and donated library materials.
- Performs descriptive cataloging (copy cataloging) using automated bibliographic database.
- Repairs, mends, and maintains library materials as necessary.
- Assists with weeding and inventorying library materials.
- Performs other duties assigned by the Materials Management Manager.

### **MINOR DUTIES**

- Performs circulation desk duties using computerized system, including checking materials in and out, collecting fines, and issuing new patron cards and card updates.
- Provides prompt, attentive, and friendly customer service in-person and by phone.
- Answers customers' directional and procedural inquiries or routes information queries appropriately.
- Promotes library programs and services during customer interactions.
- Performs basic reference work or refers it to their supervisor or the person in charge (PIC).
- Performs all opening/closing procedures in work area/public areas.
- Performs any duties designated by their supervisor or person in charge (PIC) in assigned work area.

### **AREAS OF ACCOUNTABILITY AND PERFORMANCE**

- Ability to work daytime hours as well as one Saturday every four weeks.
- Have excellent written, oral, and interpersonal communication skills.
- Dependable, punctual, with good attendance and work habits.
- Flexibility to deal with multiple and extra unexpected tasks and customers simultaneously.

### **KNOWLEDGE AND CRITICAL SKILLS**

- Ability to physically handle books and materials; to stretch, bend, kneel, carry heavy library materials, do some light lifting regularly, and push library carts filled with books.
- Ability to sort and file alphabetically and numerically with a high degree of accuracy; to read numbers and letters accurately.

- Aptitude for detailed work with the ability to execute assigned tasks efficiently, independently and with a high degree of accuracy.
- Knowledge and support of library policies, procedures, and principles of intellectual freedom.
- Working knowledge of the Dewey Decimal and other classification systems, ALA filing rules and materials, and mending techniques.
- Working knowledge and understanding of the principles, methods, and practices of public library operations, including searching methods and reader's advisory.
- Ability to relate to customers, both children and adults, with warmth, enthusiasm, and tact either in person or on the telephone.
- Ability to work as a team member to accomplish library objectives; to accept and adapt to new ideas, concepts, and policies.
- Ability to understand and carry out oral and written instructions and posted schedules.
- Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to Library policies, procedures and professional practices.

### **QUALIFICATIONS**

- Must have high school diploma or equivalent
- Must have library experience of at least two years
- May have some supervisory experience (preferred)
- May have some post-secondary experience
- Must have prior work experience
- Must have, or be able to obtain, at least Librarian Certificate 6 within the first three years of employment
- Must have experience (two years preferred) with a specialized area of library work (circulation, ILL, collection management, etc.)

### **SUPERVISOR**

Materials Management Manager