TOWN OF WESTFORD
NOTICE OF JOB OPENING

Position: Library Technician – ILL Support (14 hrs.per week) CWA Union Position

Principle Duties and Responsibilities:

Position Summary:

Under the Head of Information Services, responsible for daily generation of the network pull list, retrieval of network transfers, slipping, routing, packaging and packing of network transfer materials for Regional delivery system. Handles a variety of routine library functions, such as routing network materials and inter-library loans, preparing all materials for outgoing, and processing all materials received via incoming Regional delivery process. Responsible for staffing of public service desks and automated circulation procedures. May be required to work flexible hours. Related work as required.

Principal Responsibilities:

1. Generates and prints out MVLC network transfer pull list on a daily basis.
2. Sorts network requests by call number and location.
3. Retrieves all network transfer requests from shelves, collections, and storage areas.
4. Electronically affirms all Westford items being shipped via Regional delivery as In Transit.
5. Slips out-going network transfer titles with appropriate routing slips using approved network and regional procedures.
6. Packs all outgoing network transfer requests in regional delivery crates for pick-up by daily delivery service.
7. Packages, generates mailing labels and stuffs mailers with out-of-network return materials to be posted in the U. S. Mail service.
8. Generates on computer routing slips [Chelmsford and Andover] when low supply warrants.
9. Prepares deposit books; prepares books for return via Regional delivery.
10. Generates duplicate barcodes for any Westford-owned materials without front-facing barcodes.
11. Unpacks and unslips all items received via the Regional delivery system, sorting materials into two categories: Fletcher Library items being returned, and; incoming network transfers requested by Westford patrons.
12. Culls according to procedures any multiple titles for Book Groups, Book kits or non-consortium inter-library loans. Delivers culled materials to Inter-Library Loan specialist for further processing and routing.
13. Retrieves from Circulation Division on a daily basis all non-Westford network transfers destined to be returned via the Regional delivery system. Culls slips and presorts for daily delivery service.
14. May call reserve items prior to delivering same to circulation desks.
15. Shelves or stores library materials as required.
16. Collects, records and collates collection, technical and usage statistical data for identification and tracking of trends, usage, cost savings and demographics.

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17. While culling Pull List, maintains library collections and materials in a neat, orderly and accessible condition.

18. Empties book drops and book barges.

19. Responsible for implementation, completion and reporting on major special projects assigned by division heads and administration.

20. Staffs public service workstations as needed or required and has mastered the automated circulation system.

21. May be scheduled for evening or weekend coverage of a library public service desk, on an as needed basis.

22. Based on need, may be required to work flexible hours.

Qualifications and Requirements:

Ability to work independently performing data entry or processing. Good interpersonal skills and the ability to deal with a variety of individuals requiring patience, courtesy and tact. Ability to work well independently and reliably.

Education:

High School Diploma or GED supplemented by the equivalent of one year at the collegiate level. Previous experience of six to 18 months duration in a public school or other library setting. Familiarity with library service desk/circulation procedures and Reader Advisory skills. Working knowledge of automated computer systems. Any equivalent combination of education and experience. An individual with the ability to work independently and reliably. Strong ability to serve the public in a positive and polite manner. A CORI check will be conducted for all employees prior to hiring and at subsequent intervals.

Salary: $15.45

Location: J.V. Fletcher Library **Approximate Start Date**: 2/1/2016

Direct Report: Head of Ref. & Info. Service

Status:

Recruiting both within and outside the Town. If interested, please submit a resume to Human Resources, Town Hall, 55 Main Street, Westford, MA 01886. Or email to: HR@westfordma.gov
Please reference Requisition #: 16-269-L

The Town of Westford is an equal opportunity employer committed to workforce diversity.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.

Post: January 8, 2016 Remove: January 22, 2016