**UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS**

**POSITION DESCRIPTION**

Action Requested:
____ Establish New Position
____ Revised Existing Position
__X__ Updated for files only

Position #: _____
Date Prepared: __27 November 2001
Effective Date: _____

A. **GENERAL INFORMATION**:

Name of Incumbent: _____vacant_____ Current Classification: _____

Proposed Classification: Library Technician II_____ Descriptive Title: ____Bindery Technician____

Supervisor: __Bindery/End Processing Team__

Library Division/Production Group/Unit: ____Technical Services/Preservation Production Group/Bindery/ End Processing Team__

Cost Center: _____ FRS Account #: 01-1-13600 Sub Code: __1012_____ FTE: __100 %__

Permanent: X_Contingent I (Hrly): ___ Contingent II (contract): _____ Expected Duration: __n/a____

B. **POSITION SUMMARY**:

Within a team environment, and under the direction of the Team Leader, participates in managing the commercial library binding operation, including preparation of library materials going to the Libraries' commercial binder; maintaining library binding software and other databases for tracking shipments, invoices and statistics; performing periodical adds; and processing of and quality control on materials returning from the Libraries' commercial binder. Achieves goals and objectives within an environment of shared responsibility, and in support of strategic plans and vision. Participates on teams and committees at the production group, division, Library and University level as appropriate.

C. **ORGANIZATIONAL CHARACTERISTICS**:

Member of the Bindery/End Processing Team, one of three teams within the Preservation Production Group. Reports to the Team Leader (Bindery/End Processing); and participates in Library functional and program teams as appropriate. University of Maryland Libraries promotes a team based, collaborative, continuous learning environment.

D. **PRINCIPAL ACCOUNTABILITIES**:

1. Interprets and applies procedures from the bindery documentation, establishes procedures for new situations, documents new procedures.
2. Updates online catalog records to reflect holdings.
3. Maintains computer database of serials and monographs using bindery software.
4. As a member of the team, participates in preparation, sending, and receiving materials.
   a. Participates in establishing daily workflow of the bindery section.
   b. Uses understanding of book structure and the Collection Conservator's pre-sort to determine binding style for monographic materials according to the commercial bindery contract and LBI guidelines.
   c. Maintains databases for all items for shipment to the binder.
   d. Sorts, packs and unpacks all material going to and returning from the commercial binder, creates and handles shipping invoice, and inventory control documents, verifies that the number of items shipped is equal to items returned.
   e. Assists in recording and claiming any missing items systematically.
5. Communicates through all means necessary to make other team members aware of information needed to facilitate the work.
6. Ensures quality control of the product by keeping abreast of quality issues, establishing procedures, and participating in a close inspection of the product.
7. Creates transaction records for all outgoing material by charging barcoded items on automated Library system.
8. Participates in maintaining communication with the commercial binder regarding services, procedures, problems, etc.
9. Assists the Team Leader in gathering statistics, maintaining statistics databases, and preparing statistical reports.
10. Supervises student employees and participates in their hiring and training.
10. Participates in maintaining and ordering all supplies needed for bindery operations.
11. Collaborates with Team Leader and team colleagues to improve service.
12. Serves on appropriate teams and committees to achieve the goals of the unit.
13. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as required.

E. **DIMENSIONS**:

| | | |
|---|---|---|
| Number of Persons Supervised: | Direct: _____ | Indirect: _____ |
| Number of Students Supervised: | Direct: 2.5 FTE | Indirect: _____ |

**Leadership**:

X__ **Work/Project Leader**: answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.

___ **Team Leader**: advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.

___ **Supervisor**: participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.

___ **Manager**: solely responsible for performance appraisals; employee training and development; handles disciplinary problems, responsible for multiple units or areas, each with supervisor. This person will be evaluated on these decisions.

___ Not applicable to this position.

**Complexity of Work**:

___ **Routine**: Primarily deals in one singularly directed functional area. Awareness of related area is not significant.
X__ **Semi-complex**: Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability is needed.
___ **Complex**: Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
___ **Very Complex**: Involves complicated bodies of knowledge/functions that differ substantially from each other.

**Autonomy** (Freedom of Action):
___ Close Supervision: Detailed instructions given. Close and compete review of work.
X__ General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.
___ Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.
___ Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisors.
___ Plans, develops, and implements functions/projects for functional units(s) or team(s).
___ Other (explain).

**Interactions:**

Primary interactions include all levels of staff and students within the Production Team and Production Group, Production Group Leaders, and members of other teams throughout the division. Interacts with internal customers throughout the Libraries. Outside UM Libraries, primary interactions include Customers for Personal Bindings and Commercial Library Vendor.

**Fiscal Responsibility**:

None

**Physical Working Conditions**:

Normal office environment. Lifting, moving, and packing cartons of books weighing up to 50 pounds is required.

## F. MINIMUM QUALIFICATIONS:

Academic Level: High school diploma or equivalent.

Practical Experience, Desirable: Three years of library experience or relevant work experience required. Library bindery preparation experience desirable. Familiarity with integrated library systems desired. Familiarity with LARS bindery software desirable.

Technical Qualifications or Specialized Certifications: None

Other Knowledge, Skills, Abilities and Competencies Required: Must have ability to organize and assign a wide variety of clerical tasks and skill in recognizing and dealing with difficult problems. Must have ability to interpret rules such as the Bindery Contract, vendor's manual and the Library Binding Institute Standard. Must have ability to learn a variety of procedures and respond to changing priorities. Must be familiar with

word processing and spreadsheet software. Must have ability to manage tasks and maintain a high level of performance in response to varying time pressures with shifting priorities, changing constraints, and workload and deadline pressures. Evidence of ability to interact collaboratively and work effectively with teams. Evidence of strong service orientation; ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly with all persons potentially affected by the scope of the work. Accuracy and attention to detail is necessary. Manual dexterity and visual acuity suitable for reading 12 point type without special assistance is required.

Incumbent's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Production Group Leader's Signature: _____ Date: _____

Director's Signature: _____ Date: _____