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: Current Classification: _____

Proposed Classification: Library Technician I__ Descriptive Title: ____End Processing Assistant

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, assists in technical and clerical support for the physical preparation of library materials going to the shelves and to assist in monitoring student assistants. 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. Performs all physical processing for library materials such as property stamping, tattle-taping, and labelling;
2. Generates spine labels through the integrated library system and affixes labels to for Library materials;
3. Identifies call number and book location inconsistencies between the on-line system record and the accompanying paper documentation, as well as accurate item status information;
4. Identifies cataloged materials requiring binding or in-house treatments, according to library guidelines;
5. Packs and ships materials to branch libraries, delivers book trucks to in-house locations;
6. Compiles statistics of work done;
7. Assists with commercial bindery preparation as needed;
8. Collaborates with Team Leader and team colleagues to improve service;
9. Serves on appropriate teams and committees to achieve the goals of the unit;
10. 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: Indirect:

Formal Leadership:

___ **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.
X No direct staff reports.

Complexity of Work:

X **Routine**: Primarily deals in one singularly directed functional area. Awareness of related area is not significant.
___ **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):
X__ Close Supervision: Detailed instructions given. Close and complete review of work.
___ 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.

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: One year of library experience or relevant work experience required. Experience in physical processing of library materials desirable. Familiarity with integrated library systems, desired.

Technical Qualifications or Specialized Certifications: None.

Other Knowledge, Skills, Abilities and Competencies Required: Must have ability to manage tasks in response to varying time pressures with shifting priorities and changing constraints. Must have the ability to take direction well. 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: _____