

# Job Description

**Title:** Receiving Secretary, Library Services Processing Center – 12 Month

**Reports to:** Library Services Department Head and Executive Director of Technology

**General Summary:** Assists in the smooth and efficient operation of the Library Services Processing Center/Support Services by performing a wide variety of clerical, record keeping and bookkeeping duties with minimal supervision.

## Essential Functions:

1. Monitors the status of all library purchase orders and corresponds with vendors as needed. (5%)
2. Verifies shipments of library materials; enters receiving information in financial management system; collates, stamps and processes all materials; checks for accuracy and quality of merchandise; affixes spine labels and barcodes; distributes material to appropriate schools. (50%)
3. Assists in the management of assets in the district, adding, deleting, barcoding of both existing materials and new materials. (15%)
4. Coordinates district lamination; trains personnel to operate lamination machine; monitors district laminating film needs; provides for operation, care and maintenance of the laminating equipment. (2%)
5. Collaborates with library department and district personnel in meetings related to Library Services related interactions. (3%)
6. Requisitions needed supplies for use in the processing center. (3%)
7. Receives shipments for other departments at SSC and distributes materials. (2%)
8. Repurposes existing equipment as needed. (3%)
9. Assists in communication and public relations; answers phone and records messages; responds to requests for information according to district guidelines. (5%)
10. Assists with district staff development training of hourly staff. (2%)
11. Assists with daily office tasks; sorting, checking, counting, collating, gathering, filing, compiling, housekeeping. (5%)
12. Works cooperatively with other office staff to promote and maintain a business-like atmosphere in office. (3%)
13. Reacts to change productively and handles other essential tasks as assigned. (2%)

## Qualifications:

1. Education Level: High school diploma or equivalent
2. Certification or Licensure:
3. Experience Desired:
4. Other requirements:
  - \*Good English usage, spelling, grammar, and punctuation skills
  - \*Ability to type at least 55 wpm
  - \*Ability to use a computer and related software
  - \*Ability to establish and maintain cooperative working relationships with staff and others