Library
Technical Services LTE

REPORTS TO: Technical Services Supervisor **Non-Exempt**

SUMMARY OF POSITION

The purpose of this position is to complete a limited-term, 12-month project involving the application of Radio Frequency Identification (RFID) tags to items in the library's collection. This position extends for approximately 12 months.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Implement the plan created by the Library's Technical Services Supervisor to prioritize library collections for RFID tagging.
- Apply RFID tags to library books and other items.
- Use Envisionware RFID tagging station to link tags to library records.
- Other duties as assigned.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- Must be a minimum of 16 years of age.
- Background check required if over 18 years of age.

Minimum Training and Experience Required to Perform Essential Job Functions

- Knowledge and understanding of the principles of confidentiality of library records.
- Computer skills including database searching and familiarity with Microsoft Office programs.

Language Skills

- Ability to speak comfortably to members of the public.
- Ability to comprehend and interpret a variety of documents including technical manuals, library databases, reference materials, and the library's integrated library system (Koha).
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret library science and automation terminology.
- Ability to communicate effectively with library users, volunteers, Library & City staff, representatives of other libraries, groups of people, and the general public verbally and in writing.
- Ability to work with others in a team-oriented environment.

Mathematical Skills

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

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Judgment and Situational Reasoning Ability

- Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Physical and Mental Abilities Required to Perform Essential Position Functions

- Ability to operate and troubleshoot a variety of office and library equipment including personal computers, photocopier, telephone, a variety of printers and other office machines, microfilm reader, and the Library's integrated library system (Bibliovation).
- Ability and transportation to work a flexible schedule to be arraigned.
- Ability to lift and place boxes and other objects weighing up to 40 pounds onto carts.
- Ability to stoop, kneel, crouch, climb, and balance in order to provide program activities and other essential functions.
- Ability to stand or to sit for extended periods of time.

Environmental Adaptability

- Ability to work effectively in a typical library environment.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____