

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Thomas Campbell
Work Phone: 266-6332
 2. Class Title (i.e. payroll title):
Administrative Clerk 1
 3. Working Title (if any):
 4. Name & Class of First-Line Supervisor:
Susan Lee, Library Business Operations Manager
Work Phone: 266-6383
 5. Department, Division & Section:
Library, Technical Services
 6. Work Address:
126 S. Hamilton Street
 7. Hours/Week: 38.75 hours/week
Start time: 7:30 a.m End time: 4:30 p.m.
 8. Date of hire in this position:
3/15/05
 9. From approximately what date has employee performed the work currently assigned:
July 2010
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10. Position Summary:

This is highly responsible administrative and clerical work in the Library's Technical Services Division. This position is responsible for the day-to-day workflow management of the Division's clerks and hourly staff related to their duties in receiving, linking and processing Library materials. The Admin Clerk serves as the liaison between Library collection development staff (selectors) and materials vendors, creating and transmitting purchase orders and invoices. Duties also include serving as point person for the Library's Serials Control activities (managing the Library's subscriptions as far as ordering, receiving, claiming, invoicing, updating Serials records in Koha ILS database), and the RFID inventory and security system implementation and evaluation.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 60 % A. Support collection development/materials acquisition/cataloging process.
1. Prepare purchase orders and transmit to vendors

2. Prepare invoices using Library's ILS and City financial system
 3. Work with collection development staff in support of their selection activities
 4. Oversee and assign clerical and hourly staff duties related to materials acquisitions: receiving, linking, processing
 5. Perform pre-cataloging functions to assist cataloging staff
 6. Participate in testing and implementation of ILS Acquisitions module functions
- 20 % B. Manage the Library's Serials Control functions
1. Create annual records to manage subscriptions
 2. Oversee and assign clerical staff on daily check-in activities
 3. Distribute to and communicate with Madison branch library staff
 4. Serve as contact person for periodical vendors and SCLS staff
 5. Participate in testing and implementation of ILS Serials Control module functions
- 10% C. Implement and maintain RFID inventory and security system
1. Determine options for tag placement to optimize self-check out experience
 2. Test and evaluate security aspects
 3. Create and manage timeline for tagging projects
 4. Train and supervise clerical and hourly staff performing tagging
 5. Provide inventory reports as needed
- 10% D. Assist Division head in collection and analysis of data
1. Prepare annual statistics on collection holdings and usage
 2. Retrieve data from ILS Acquisitions and Serials Control modules as needed
 - 3.
 - 4.
 - 5.
- % E.
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of office administrative methods, practices and equipment. Knowledge of library science practices and terminology applicable to a public library. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Ability to gather, organize, review and report information. Ability to develop and implement operating systems and procedures and to learn technical and administrative program requirements and procedures. Ability to carry out administrative details efficiently and independently and meet deadlines. Ability to prepare statistical reports. Ability to make decisions within policy constraints and to interpret complex department, City, or Library system policies. Ability to maintain effective working relationships with co-workers, managers, vendors, and the general public. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:
Physical strength, dexterity, and acuity in locating, lifting, and shelving library materials. Ability to sit/stand at a desk, work on a computer, and use a monitor for extended periods of time.

16. Supervision received (level and type):
General

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:


I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).


EMPLOYEE

12/29/2011
DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).


SUPERVISOR

12/29/11
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.