

**Are you ready to “*Find Yourself Here*”? At the top public library system in the Nation.**

CCPL is currently seeking a Lead Processing Clerk in our Technical Services Division here in Northeast Ohio.

**Review the summary of the job description below AND apply today: [6192694:Career Search \(saashr.com\)](https://6192694.careersearch.saashr.com)**

**Title: Human Resources Director**

### **GENERAL SUMMARY**

Under minimal supervision, leads, directs and performs the processing of library materials, including applying barcodes, labels, and protective reinforcement covers, or packaging. Monitors and prioritizes incoming materials for processing. Routes new materials to branches, processes added copies. Selects, repairs and refurbishes damaged or worn materials. Maintains departmental weekly and monthly statistics. Maintains inventory of departmental processing and refurbishing supplies including placing orders with vendors. On an as needed basis unpacks and receives new materials in Acquisitions.

### **JOB REQUIREMENTS**

Specific Knowledge, Skills, and Abilities required include:

- Skills necessary to work courteously and effectively with other employees.
- Ability to demonstrate proficient usage of English grammar, spelling and punctuation rules, and to utilize simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of standard office procedures and practices.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to handle multiple tasks simultaneously with frequent interruptions.
- Skills in prioritizing, coordinating, and scheduling work.
- Skill in reviewing work for correctness, completeness and accuracy.
- Ability to demonstrate proficiency in the use a personal computer and job-related software or systems applicable to the essential functions of the job, which may include, but not be limited to email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various systems of software used by CCPL.

- Skill in exercising advanced level of verbal, interpersonal and customer service skills.

## **ESSENTIAL JOB FUNCTIONS**

- Complies with Cuyahoga County Public Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
- Organizes, prepares and directs departmental work flow and establishes work priorities. Leads and/or provides guidance on non-routine processing and packaging of materials.
- Calls in and coordinates the relabeling of materials as needed.
- Performs various material processing functions including selecting appropriate processing method, affixing barcodes and labels, applying protective covers or packaging.
- Maintains inventory and related records of use of processing and refurbishing supplies. Orders supplies as needed.
- Monitors conditions of departmental tools, supplies and equipment, initiates purchase requests, and assists Manager in evaluating new products, tools and equipment related to materials processing.
- Searches, edits and deletes records of materials in the catalog as necessary and creates items in the library's integrated library system for added copies of materials.
- Maintains records of departmental activity including statistics, as assigned.
- Reports departmental status to the Technical Service Director in the Catalog and Processing Manager's absence.
- Refurbishes used audio/visual materials including cleaning, proofing and replacing labels, and reprocessing and/or repackaging items.
- Performs refurbishing and other technical services-related projects at on-site branch locations as assigned.
- Sorts and routes cataloged materials to appropriate branches daily.
- Communicates with branch staff and other technical service staff to coordinate the routing of materials to and from the Processing department. Fulfills materials requests and services from branches.
- Unpacks boxes of new materials and loads materials on book trucks. Inspects the materials for defects and order accuracy. Notifies appropriate colleague(s) of order errors and/or defective materials as assigned.

- Sorts and collates boxes of incoming materials by purchase order number and date received as assigned.
- Verifies the accuracy of invoices checking for correct bibliographic information (title, ISBN, etc.) and quantities received.
- Enters data from invoices into the online acquisitions system; investigates discrepancies and notifies appropriate staff; forwards invoice batches to the Acquisitions Manager for timely payment.
- Provides oversight for special projects as assigned.

#### **SUMMARY MINIMUM EDUCATION & EXPERIENCE REQUIRED**

- High school diploma or GED.
- At least two years of related experience.
- A combination of appropriate education and experience may be substituted for the minimum experience requirements.

#### **OTHER TESTING/LICENSES REQUIRED**

- A criminal background check is required, as are pre-employment drug and nicotine screens.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS - LIGHT**

- Occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. May involve dealing with modestly unpleasant situations, as with occasional exposure to dust, fumes, outside weather conditions etc.
- Work requires routine lifting of moderately heavy items, such as computer equipment or records boxes (over 25 pounds and up to 50 pounds), pushing full carts, and/or standing for long periods of time and/or frequent stooping or bending.
- Routine exposure to hazards of repair tools such as x-acto knife, scissors, cutters, etc.