

**TEMPORARY PART TIME ILS SPECIALIST**  
**DIVISION OF INFORMATION TECHNOLOGY**



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**GENERAL STATEMENT OF DUTIES**

This is a part time level 3 position, working under the direct supervision of the ILS & Technical Services Manager. This position is responsible for providing and maintaining bibliographical access to the STLS databases, providing support to ILS-related activities and training member library and System staff.

**ESSENTIAL FUNCTIONS OF THIS POSITION**

Work involves cataloging and classifying library materials (both print and non-print) by copying and editing bibliographic records from various sources, or inputting original records, as well as performing database maintenance tasks and other duties. This person is expected to operate independently within the scope of prescribed responsibilities and System practices. Individual will be required to train or supervise other employees or volunteers. This person will be responsible for training member libraries on the use of various ILS functions.

While performing the duties of this job, the Specialist reaches with arms; uses hands, fingers, sight, hearing, and verbal communication; bends, stoops, kneels; lifts and carries materials weighing less than 20 pounds; lifts, moves, and/or manipulates delivery bags weighing up to 50 pounds; and pushes/pulls/maneuvers a wheeled book truck weighing up to 200 pounds when fully loaded.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Person is required to be or become familiar with AACR2 and RDA, USMARC and ANSER cataloging standards. This position requires knowledge of library terminology and procedures, good computer and keyboard skills, accuracy, attention to detail, adaptability, ability to get along with and train others, mental alertness, tact, courtesy, and ability to make decisions and work independently. Person will be required to use new technology as it becomes available and work collaboratively with other divisions. Ability to communicate effectively, and exhibit empathy when working with member libraries and System staff. Valid driver's license.

**MINIMUM QUALIFICATIONS**

Associates degree, relevant library experience, or equivalent combination of training and experience sufficient to perform duties of the position.

## **EXAMPLES OF WORK**

- Copying and adding bibliographic records from other databases, including OCLC and LC, into local systems.
- Editing records, according to System practices. Includes assigning Dewey numbers and LC subject headings.
- Adding holdings to records already in the database.
- Format and print labels, using various ILS and software programs.
- Verify name and subject headings.
- Perform limited authority control by adding authority records and doing required “clean up” of existing records.
- Function as part of the team working on item conversion and other database problems for the member libraries.
- Performs database maintenance tasks, such as updates and withdrawals.
- Retrieves, edits, imports and loads vendor MARC records and assists with the ongoing streamlining of the cataloging process.
- Trains member library and System staff through multiple training formats in the use of various ILS procedures.
- Assists with purchase of ILS-related materials and equipment for STLS and member libraries.
- Provides Help Desk, email, and phone support for ILS problems and questions.
- Creates and supplies libraries with requested reports.
- Tests and implements new ILS features.
- Serves on special assignments as requested from management team.
- Participates in continuing education opportunities – uses knowledge gained from continuing education to provide tangible benefits to member libraries.
- Other duties as assigned.