

DATE	May 2007
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Access Services Team Leader DEPARTMENT/DIVISION: Library

REPORTS TO: Access Services Supervisor

SUMMARY: Responsible for performing work performed by Administrative Support Assistants and provides lead duties to include: coordinating the day-to-day activities of Access Services and its employees; mentoring, assigning tasks, setting priorities, providing immediate feedback for clerks; scheduling staff to ensure coverage; reconciling access services cash receipts and forwarding to Central Cashiering; and, addressing patron complaints clerks are unable to resolve. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Serves as a lead to staff and volunteers to include assigning and monitoring work, training staff on proper work procedures, and providing direction.
- Monitors and participates in the processing of library materials, which includes: checking
 in and out of books; placing books on labeled carts; pulling, labeling, and shelving paging
 slips; monitoring the distribution of late notices; collecting late fees; adjusting and noting
 patron records; shelving of books; assisting patrons with self-check computers; working
 the front desk; sorting items; checking for damage prior to shelving; adding new
 magazines to the collection; and/or, performing other related activities.
- Prepares deposits of collected funds, copy machine receipts, and card dispensers, which includes: counting money; verifying money collected from cash register for payments; balancing accounts; creating closing sheets, deposit slips, financial reports, and/or other applicable items; maintain revenue records; and/or, performing other related activities.
- Prepares a variety of reports related to operational activities, which may include: missing items, claims returned, in-transit items; and/or other related reports.
- Processing returned items that have been deleted from the database, utilizing established procedures.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

• Serves as a lead worker for lower level library staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic library operations;
- Knowledge of library material processing methods;

- Knowledge of cash handling techniques;
- Skilled in preparing a variety of reports and business correspondence;
- Skilled in handling cash;
- Skilled in processing library materials;
- Skilled in operating modern office equipment;
- Skilled in performing book mending and repair activities;
- Skilled in providing customer service;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Two years related library experience.

PREFERENCES:

• None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, stooping, kneeling, crouching, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in a standard office environment.
- Potential exposure to infectious diseases.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.