

# At-Will Employee Job Description

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| Date | 12-10-15 |  | Position No. | 09136 |
| Position Title | Technical Services Librarian | Office | CTBL/ CSL |
| Employee Name | Nicolle Steffen |  |  |
| Funding Source (s) | 50% 080-5301 & 50% 052-5301 |

#### ORGANIZATIONAL COMMITMENT

Each employee, regardless of assignment, is expected to focus effort on the CDE Organizational Commitment as follows:

***The Colorado Department of Education dedicates itself to increasing achievement levels for all students through comprehensive programs of education reform involving three interlocking elements:***

***A. High standards for what students must know and be able to do.***

***B. Challenging assessments that honestly measure whether or not***

***students meet standards and tell citizens the truth about how well our schools serve children.***

***C. Rigorous accountability measures that tie the accreditation of school districts to high student achievement.***

##### ***MANAGEMENT PRACTICES***

Further, each employee is expected to follow standard management practices as set forth by the Commissioner in the areas of:

A. Internal and external communication.

B. Budgeting and expenditure procedures.

C. Paperwork approval and reduction requirements.

D. Other written departmental procedures.

#### ESSENTIAL FUNCTIONS

1. Large Print Collection: Maintain collection and oversee volunteers in assistance of these duties. Unpack, process, shelve and record incoming large print books. Manage donation book process. Inventory collection once a year. Oversee mailroom staff and SER worker in mail process to circulate all requests within one business day.
2. Cataloging: for large print books, locally purchased Braille material, descriptive videos and locally recorded material create new KLAS records for each material type and include annotations and subject codes. Perform catalog cleanup for series and other parts of the catalog record.
3. Collection Development: Assist with selection of large print standing order plans and ordering of distribution titles. Assist with copy allotment. Track the use of large print and descriptive videos and work on ways to encourage use of the collections for either individual patrons or for large print resources sharing.
4. Back Office Support: Maintain patron application files; manage overdue notice process; deceased patron letters, make sure new patron packets are out in a timely fashion; oversee the break room maintenance. Train and supervise volunteer workers assisting in this work. Maintain NLS catalogs. Maintain stack space for large print, marketing materials and catalogs.
5. Outreach: Represent CTBL at various outreach events as time allows.
6. Other duties as assigned.

#### MINIMUM QUALIFICATIONS

Master’s degree in Library Science

1 year experience in customer service

Ability to work under pressure with frequent interruptions

Ability to work with diverse personalities

Excellent demonstrated written and verbal communication skills.

Demonstrated attention to detail

Demonstrated experience working with spreadsheet and databases

Experience working with an integrated library system

#### FLSA STATUS (For HR use only)

Exempt

Non-Exempt

 HR Representative Initials \_\_\_\_\_\_

Employee’s Signature Date

###### Management Approval

As I am legally accountable for the assignment, I understand that I am responsible for the accuracy of this job description. I certify that, to the best of my knowledge, this document is an accurate and complete representation of the position.

Immediate Supervisor Signature Date

Revised 08/11/14 (HR)