

LIBRARY RECEIVING SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Library Receiving Specialist performs variety of specialized, skilled clerical, and/or routine paraprofessional support activities involving receiving books and related library materials and processing vendor invoices for library materials. Duties may include: receiving and distributing incoming shipments of books and related book materials; communicating with publishers, suppliers, and the City's Financial Services Department to reconcile problems with shipments, charges, prepayments, and invoice inconsistencies; producing/processing automated Invoice for Payment (IFP) forms to get vendors paid; producing status reports and logs to document and explain problems with shipments, invoices, or payments; and supervising volunteers who assist with unpacking and packing books and other library materials. This class performs related duties as required.

Distinguishing Features: Assignments are performed according to established policies and procedures, but work is accomplished independently and requires judgment in the disposition of routine matters. Supervision is received from a Supervising Library Assistant class who reviews work through conferences and results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or a GED. Considerable (3 - 5 years) experience involving clerical accounting and/or bookkeeping.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in a library technical service environment is preferred. Bilingual skills: ability to speak, translate, and write English and Spanish is highly desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with publishers, suppliers, and the City's Financial Services Department to reconcile problems with shipments, charges, prepayments, and invoice inconsistencies. Produces IFP forms, letters, manuals, purchase alerts, status reports, vendor files, and logs to document and explains problems with shipments, invoices, payments, or City policy. Communicates with Resource Development Coordinators and other staff regarding problems.

Manual/Physical: Prepares materials for return to suppliers. Distributes mail, boxes, etc., to appropriate Library locations. Maintains expenditure files for library media invoices. Works in small,

cramped areas to store and verify shipments of media. Shelves books at varied levels. Matches shipments with invoices. Operates a variety of standard office equipment. Operates a personal computer (PC) to create correspondence, maintain vendors, expenditures, blanket order files, log statistics, and to complete on-line invoicing and fund accounting. Uses a ten-key calculator to calculate charges and fund allocations. Uses a hydraulic lift, pallet jack, hand truck, and book truck to move boxes of books and other library supplies (weighing up to 70 pounds per box or pallet of boxes weighing up to 4,000 pounds), in order to transport books into Technical Services, moves branch transfers into the Branch Development Room for processing, and bindery shipments to cataloging for verification, as well as transporting all other incoming shipments. Detects audible backup warning devices to assist drivers on the loading dock, and to operate hydraulic lift. Inspects and monitors books, serials, pre-order information, statements, invoices, and fund accounting to verify and match receipts of books with invoices, reconcile payments, and apply credits. Inspects and monitors documentation related to payment transactions to ensure compliance with City policies and procedures. Requires bending and lifting items from a 2.5' (D) x 9.5' (L) x 3' (H) mail bin. Meets scheduling and attendance requirements.

Mental: Verifies invoices for accuracy, corrects shipments, credits fund accounting in order to reconcile invoices and shipments, solves problems, and prepares IFP. Determines high priority receipts in order to provide high demand books to public services, and ensures invoices are paid on time. Learns job related activities through on-the-job training and in a classroom setting regarding City procedures and policies. Analyzes vendor service and payment experience, reconciliation of statements, and procedures to make recommendations to management regarding work flow, efficiency, service improvements, cost effectiveness, statistics, makes status reports for a supervisor, maintains a procedures manual, and prioritizes daily workflow.

Knowledge and Abilities:

Knowledge of:

general business accounts payable practices and procedures;
clerical accounting, records maintenance, and bookkeeping principles and practices;
basic receiving and distribution methods;
standard library procedures, policies, and materials;
basic library bibliographic rules including differences between monographs and serials, specific standing and blanket orders, and publisher series;
proper methods of lifting and moving heavy boxes and pallets;
principles of computerized record keeping; and
PC software applications.

Ability to:

work accurately with detailed information;
accurately count, record, and balance assigned transactions;
make simple arithmetic calculations and balance and reconcile statements;
lift and move heavy boxes and pallets;
understand and follow City and department purchasing and finance policies and procedures; and
establish and maintain effective working relationships with other employees, vendors and suppliers.

The duties listed above are intended only as general illustration of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/15

TO/pg

CS3777.DOCX (Full-time)

PAY GRADE: 40

CS3778 (Part-time)

PAY GRADE: 40

EEO-A/S

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9101

JOB FCTN-GEN

SWORN-No

INCREMENTS 62-200