

University of Houston – Clear Lake

Position Description

Job Title: **Library Associate - Technical Services**

Job Code: **5422**

Pay Grade: **120**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

| | REQUIRED | PREFERRED |
|-----------------------|--|--|
| Education | Bachelor's degree or equivalent combination of education and experience. | |
| Experience | Two years library or relevant office experience. | One year of library serials experience. Experience with an automated library system. |
| License/Certification | | |

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Library Associate - Technical Services is responsible for the daily receiving of all serial subscriptions. The incumbent creates database records for all bound periodicals and added volumes. Management of the current periodicals area, creating labels, barcodes and item records for titles added and removing those no longer received is a responsibility of this position as well as monitoring a remote accessed database for obtaining missing issues. This employee participates in serials check-in, processing and bindery preparation.

| Duties and responsibilities | % Time |
|--|--------|
| Checking in and processing of magazines, reference materials, journals and microfilms using automated serials management. | 35 |
| Locates and collates all items to be sent to binder. Changes status in database and completes paperwork. Types bindery slips and bindery list. | 20 |
| Adds newly bound journals to database, creates item records for each and modifies the checkin record. | 20 |
| Checks in publisher bound volumes and creates item records for each. Pulls and withdraws superseded items. | 15 |
| Packs and unpacks bindery shipments and checks each item for errors. Verifies invoice. Backup for newspapers. Other duties as assigned. | 10 |

This position description describes the general qualifications, duties and responsibilities of work being performed.