

# University of Houston – Clear Lake

## Position Description

Job Title: **Library Technician - Processing**

Job Code: **5416**

Pay Grade: **070**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Two year (60 hours) college or equivalent education and relevant work experience.	
Experience	Two years library experience or a combination of education and relevant work experience.	
License/Certification		

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

### POSITION SUMMARY

Under the direction of the Cataloging Librarian, the incumbent performs copy cataloging for new materials purchased by the library making them accessible in the online catalog. This employee is also responsible for withdrawing items from the system and updating records in the OCLC bibliographic union catalog for those deleted items. The technician also supervises the student worker(s) who process new materials added to the collection. This position is also responsible for receiving, sorting, and distributing incoming mail as well as collecting outgoing mail and preparing special mail paperwork; manages the receipt, data base update, processing and distribution of all newspaper subscription.

Duties and responsibilities

% Time

Performs copy cataloging for new materials. Performs database maintenance.	45
Sorts, distributes mail; collects out-going mail; initiates paperwork for out-going mail.	30
Responsible for training, scheduling, and supervising student(s) who process new materials and bound volumes. Processes materials when no student worker is available.	10
Deletes all library material records and temporary records created by Interlibrary Loan Department from the online catalog; keeps records of deletions.	10
Receives and process all newspapers: update database: create and submit necessary claims. Other duties as assigned.	5

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