

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **FMS Technician II**

Job Code Number: **10620**

Dept: **FMS**

Grade Number: **9, Non-represented**

Reports to: **Facilities Maintenance Supervisor**

FLSA Status: **Non-exempt**

Effective Date: **July 2008**

General Position Summary:

This is an intermediate level clerical position within a department. Provides necessary clerical support for department and may provide training and assistance to lower level clerical positions.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Receive materials and enter into record management database such as Access, or other software system used by the department. Update and maintain database systems and ensure accuracy. Perform database searches to locate information. Prepare reports and other materials or documents.
2. Train new and lower level staff. May oversee or assist in overseeing workflow or assigning work.
3. Serve as a resource for others with questions or needing information. Research requests for information as needed.
4. Perform various clerical duties such as opening and sorting mail, filing, faxing, answering phones, photocopying, and meeting room scheduling. Unpack and sort shipments. Prepare items for shipment.
5. Coordinate art for libraries and public art projects.
6. Prepare and authorize invoices for payment and purchase orders for repair and maintenance. Reconcile account statements and research discrepancies.
7. Order materials and/or supplies. Track late orders and/or shortages and work with vendors to resolve problems.
8. Compose, type, edit and e-mail a variety of correspondence, reports, memoranda and other material. Correspond via e-mail, fax, letter, and phone with KCLS staff and/or outside vendors, contractors or patrons.
9. Participate in meetings, conferences, and seminars.

Secondary Duties:

Secondary duties may include any or all of the following:

1. Assist others with office equipment such as faxes and photocopiers.
2. Provide back up to others within department.
3. Perform other related duties as necessary or assigned.

Communication:

The position typically has regular contact with KCLS staff and may also have contact with external customers, vendors and patrons on an occasional or regular basis. Contacts normally involve the exchange of routine information. Communications seldom contain discussion about sensitive or confidential matters.

Initiative:

The position generally operates from established and well-known procedures. The position typically is responsible for solving problems relating to own workflow and processes and may also work with others to solve problems at the department level. The position may have some responsibility for developing new programs or services that impact the immediate work area or department. The position involves a moderate degree of complexity considering the variety of demands placed on it and the level of detail involved. The position operates independently with minimal supervision. The position encounters recurring work situations with occasional variation from the norm. Decisions are typically made within specific organizational policy constraints and guidelines.

Accountability:

The position encounters regular interruptions requiring some flexibility. The position foresees issues associated with own work and identifies future needs for supplies, equipment and resources. May also consider the work of others and participate in operational planning at the department level. Decisions typically affect the work unit but may on occasion have an impact across a limited number of work units. Work is occasionally checked by a supervisor or manager.

Leadership:

Position may have mentoring responsibility as an assistant unit lead along with responsibility for role modeling and promoting KCLS values within the department. The position may occasionally have responsibility for promoting KCLS values as a representative of the organization to the public.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent.
- One to two years of related work experience.

Necessary Knowledge, Ability and Skills:

- Working knowledge of general library operations, functions, and services provided.
- Considerable knowledge of operations, functions, policies and procedures of the department.
- Considerable knowledge of office software programs.
- Considerable knowledge of database systems such as Access or others used by the department.
- Working knowledge of Internet based research.

Ability to:

- Organize and prioritize multiple tasks.
- Train and assist others.
- Maintain flexibility in an environment with many interruptions.
- Analyze and solve problems and use independent judgement.
- Maintain accurate and detailed records.
- Work independently with minimal supervision.
- Work in a team environment.
- Resolve problems that may involve patrons, internal and external customers.

Skill in:

- Effective verbal and written communication with a variety of individuals.
- The use of computer hardware and software.
- Establishing and maintaining good customer relations with internal and/or external "customers".
- Use of general office equipment.

SPECIAL REQUIREMENTS

May require a valid Washington driver's license.

PHYSICAL DEMANDS

Positions typically require frequent verbal communication, hearing, sitting, reaching, keyboarding, and repetitive motion of hands/wrists, handling, grasping, and use of visual senses. Requirements vary by position but may require pushing and pulling of up to 100 pounds and lifting and carrying from 5 – 50 pounds.

WORK ENVIRONMENT

Work performed in a normal office environment. Work typically involves extensive close work (eyestrain), PC monitoring, and may require constant or frequent sitting, standing or heavy lifting.

Advancement Possibilities:

FMS Assistant

Administrative Assistant

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Director

Final: 7/31/01
Revised: 7/14/08