



Kansas State School for the Blind

1100 State Ave.
Kansas City, KS 66102
913-305-3015
www.kssb.net

****** JOB OPENING ANNOUNCEMENT ******

KANSAS STATE SCHOOL FOR THE BLIND

POSITION TITLE: Library Cataloging and Acquisitions Specialist

SALARY: Hourly rate: Starting at \$18.00 per hour, depending on Qualifications, Certifications and Experience. Excellent Benefits

SCHEDULE: Monday thru Friday (8:00 AM to 4:00PM)

EMPLOYMENT DATE: Open Until Filled

JOB DESCRIPTION: This is *specialized technical library work*. Work involves performing a full-range of library and technical tasks including cataloging, acquisitions, order resolution, instructional materials adaptations, creation and dissemination of agency information, software upgrades, and database maintenance. Work involves providing materials and information so that Kansas students who are blind/visually impaired may have appropriate adaptive educational materials (Braille, large print, recorded, educational aids, adaptive technology, etc.) in order to remain in the least restrictive educational setting.

A significant amount of independent judgment is expected, within guidelines and procedures established by the KIRC department and KSSB administration. Independent judgment is required in prioritizing, arranging and performing various functions. All difficult or unusual circumstances will be referred to the KIRC Coordinator.

Duties and Responsibilities: *(All duties and functions require good communication with all staff members, patrons, and the general public in a professional and courteous manner.)*

- Follows written, verbal, and other established procedures.
- Operates the office machines, computers, and software (including word processors, databases and telecommunications), and other programs as needed.
- Keeps accurate, orderly, current records and prepares standard and special reports.
- Answers telephone in a professional and courteous manner; provides accurate information to callers; and accurately records incoming requests and messages.
- Assists in the maintenance, retrieval, and utilization of the bibliographic/acquisitions/cataloging control systems.
- Adapts instructional materials for students who are blind/visually impaired by thermoforming, embossing, enlarging and binding.
- Manages cataloging and acquisitions including order tracking and handling.
- Prepares new items for addition to collection, including labeling, stamping and boxing.
- Performs database maintenance including periodic backups and software upgrades.
- Reports regularly as scheduled, and is prepared for duty at the starting time of each shift.

The employee may be called upon, at the discretion of the supervisor or management, to perform other duties and/or work in other areas as needed.

No supervisory responsibilities over other positions.

POSITION TITLE: Library Cataloging and Acquisitions Specialist (continued)

Physical Demands: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The person in this position will perform duties of this job, the employee is frequently required to sit, stand and walk; push a cart and equipment; perform repetitive motions for brief periods, use hands to operate computers, other office machines, controls and tools; reach with hands and arms; climb or balance; and stoop, kneel, crouch, and lift.

The employee in this position will need to move supplies, inventory, equipment or other related materials. Therefore, the employee must regularly lift and/or move up to 15 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 60 pounds with assistance.

MINIMUM REQUIREMENTS: *(To perform this job successfully, an individual must meet the minimum qualifications listed below.)* Bachelor's degree and 3-5 years of library or technical library work, in such areas as cataloging, inter-library loans, acquisitions, or circulation. Additional hours in the area of library science from an accredited college or university may be substituted for experience. *A Masters of Library Science degree from an accredited institution is preferred.*

Other Skills and Abilities: *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Knowledge:

- *Knowledge of routine library techniques, methods and procedures
- *Knowledge of standard written communications
- *Knowledge of computers, word processing programs, databases, telecommunications, office machines

Ability:

- *Ability to interpret a variety of instructions furnished in written, verbal, and schedule form, such as correspondence from the general public, school districts, etc..., department instructions, and procedures manuals
- *Ability to respond in writing to routine reports and correspondence
- *Ability to solve practical problems and deal with a variety of concrete variables in situations where standardized procedures exist
- *Ability to work independently and manage time
- *Ability to maintain accurate records

SPECIAL REQUIREMENTS: Prefer possession of valid driver's license.

Upon offer of employment background checks will be conducted via the KS Bureau of Investigation, KS Dept. of SRS/Children and Family Services and Backgrounds Plus. Also a Tuberculosis test & Health Certificate must be passed upon offer of employment (cost borne by employee).

CONTACT: Tom Burdolski, Human Resources Office; Kansas State School for the Blind;
Phone: 913/305-3004 , E-mail: tburdolski@kssdb.org

**An Equal Employment/Educational Opportunities Agency
Veterans Preference Eligible**

“KSSDB Embraces Diversity”

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