

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Conservation Technician**

Dept: **Collection Management Services (Selection/Order)** Job Code Number: **10510**

Reports to: **Manager, Selection/Order**

Grade Number: **10, Represented**

Effective Date: **July 2001**

FLSA Status: **Non-exempt**

General Position Summary:

Prolong the life and usability of KCLS print materials through the application of conservation techniques. Coordinate the flow of materials in and out of the work unit and provide overall training and direction to KCLS staff regarding book repair techniques and procedures.

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. Evaluate the condition of print materials received to determine method of repair (internal vs. outside bindery).
2. Make appropriate repairs to print material applying various conservation techniques and skills.
3. Prepare materials for the commercial bindery and oversee the flow of materials to and from the bindery, according to evaluation criteria and budget parameters.
4. Provide general direction and specific training to part time work unit staff members.
5. Conduct on-the-job training in book mending procedures to KCLS staff and volunteers.
6. Coordinate the workflow with other departments within Collection Management Services.
7. Provide management with estimates of annual expenditures for supplies, equipment and outside service for budget purposes.
8. Maintain an inventory of supplies needed to repair printed materials.
9. Coordinate conservation efforts in the event of a disaster or other serious damage to library materials.

Secondary Duties:

1. Monitor the performance and condition of equipment and make necessary repairs and adjustments.
2. Perform other related duties as required or as assigned.

Communication:

The position has regular contacts with other KCLS staff members and vendors. Contacts are generally to provide and exchange information. Contacts seldom contain confidential or sensitive information.

Initiative:

The position incumbent operates from specific and definite directions and instructions. The position has responsibility for solving problems associated with own work flow and the work of others in the unit along with solving problems related to repair techniques and appropriate repair methods. The position involves a moderate to high degree of complexity. In certain circumstances, creativity and problem solving skills are necessary to determine the best approach and materials needed to make repairs. The position operates independently with minimal supervision. The position encounters recurring work situations with occasional variation from the norm. Decisions are made within strictly prescribed operating guidelines. Decisions typically involve managing work schedules and time and determining the best approach to making a repair.

Accountability:

The position encounters regular interruption requiring some flexibility. The position foresees issues associated with own work and the work of others in the work unit and identifies future needs for supplies, equipment and resources. The position makes decisions effecting work schedules and repair techniques. Position has moderate but distinct influence over outcomes. A supervisor occasionally checks the work.

Leadership:

The position is responsible for role modeling as a unit lead, and for role modeling and promoting organizational values to other staff and as a representative of the organization to community library volunteers.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent, along with some training or experience in book repair or related work.
- Prefer two years of experience demonstrating the ability to perform book and document conservation repair.

Knowledge Skills and Ability:

- Thorough knowledge of print material repair.
- Extensive knowledge of a variety of materials used in the repair process.
- Extensive knowledge of tools and equipment used in the repair process.
- Knowledge of disaster planning practices.

Ability to:

- Work independently without consultation from others.
- Exercise initiative in the performance of job responsibilities.
- Evaluate the condition of print materials and determine appropriate repair techniques: make decisions on sending materials to commercial bindery.
- Use common courtesy and tact when dealing with employees, vendors and others.
- Manage time to maximize productivity.
- Find creative approaches to repairs when conventional methods and practices fail or are not appropriate.
- Work with staff and volunteers to achieve conservation goals, including disaster planning.

Skill in:

- Applying repair techniques.
- Using manual dexterity in making repairs.
- Using hand tools and equipment involved in the repair process.

SPECIAL REQUIREMENTS

None

PHYSICAL DEMANDS

The position requires constant use of visual senses, feeling, handling and grasping. Frequent standing, walking, sitting, bending and repetitive motions of hand/wrists are required. Pushing, pulling, lifting and carrying up to 60 pounds on a regular basis is required.

WORK ENVIRONMENT

Work is performed indoors and involves heavy lifting, extensive close work (eyestrain) and working near moving mechanical parts.

Advancement Possibilities

Maintenance Worker

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 Manager

Final: 7/25/01