



Cataloger

Pay Grade: 3

Starting Pay Rate: \$20.29 per hour

Status: Regular Part-time

Hours per Week: 25 Monday-Friday; some remote work permitted

Benefits: Paid Time Off, Retirement Plan with company match

The mission of Cooper-Siegel Community Library (CSCL) is to cultivate a community of lifelong learners. The Library provides a high-quality collection of books, media, and subscriptions as well as engaging programs and friendly customer service to serve the educational, cultural, professional and recreational needs and interests of our patrons.

The Cataloger role is critical to achieving this mission. The Cataloger is responsible and accountable to the Technical Services Department Head.

Responsibilities

- Copy cataloging for all material types
- Maintaining database of magazine holdings
- Ordering CSCL children's and teen print materials
- Keeping abreast of cataloging policies and procedures and working with the EiNetwork to ensure the integrity of the countywide catalog
- Assisting with processing materials, such as labeling, covering, etc.
- Maintaining processing supplies inventory
- Assisting with maintaining a safe, clean and cost-efficient environment that meets the needs of library staff and patrons
- Attending monthly staff meetings and annual staff training days
- Assisting with special projects as required by the organization

Required Education and Experience

- Master's degree in Library Science from ALA accredited program
- At least one year of experience using Sierra ILS to catalog materials in all formats
- At least one year of experience ordering children and teen materials for a public library

Required Skills, Knowledge and Abilities

- Basic knowledge of cataloging rules and practices and MARC records
- Basic repair skills for multiple formats

Required Behavioral Competencies

- Customer focus
- Integrity and trust
- Great attention to detail
- Patient with people and processes
- Quick learner
- Good decision maker
- Cope effectively with ambiguity and change
- Problem solving abilities

Physical Requirements and Work Environment

- This position requires frequently walking and sitting and periodically standing for long periods, using hand or fingers to manipulate touch or handle.
- Frequently will need to lift or push up to 15 pounds, periodically up to 30 pounds, and rarely up to 65 pounds.
- The work environment noise level is typical of a moderately noisy standard business office with equipment running, outdoors in normal suburban setting.
- Vision abilities required by this job include near and far vision, depth perception and ability to differentiate colors.

Tools and Equipment commonly used to perform this job includes

- Computer
- Copier
- Book cart
- Barcode scanner
- Printer
- Large paper cutter

Additional Comments or working conditions not listed above.

The physical demands and work environment characteristics 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 responsibilities outlined 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 the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.