Position Opening: ILS Coordinator

Full-time, Non-exempt
Salary: $50,000 - $55,000 plus benefits
Includes: 10 (ten) paid holidays; 10 (ten) days of annual leave; 10 (ten) sick days each calendar year; 1 (one) personal day each calendar year
Reports to: Executive Director

The ILS Coordinator manages and maintains the integrated library automated system database, including bibliographic cleanup and authority work. Duties include training and assisting staff throughout Westmoreland County Libraries (WCL) with ILS and cataloging operations.

Required Qualifications
- Two years of cataloging experience
- Experience with integrated library systems and national bibliographic utilities
- Knowledge of cataloging standards
- Strong communication and organizational skills
- Ability to travel locally

Preferred Qualifications
- Master's Degree in Library Science from an ALA accredited institution
- Public library cataloging experience
- Familiarity with Microsoft 365
- Database management experience

Duties and Responsibilities
- Perform database maintenance
- Work closely with IT Manager regarding maintenance of the ILS database
- Evaluate ILS-related procedures for effectiveness and efficiency
- Oversee development of procedural manuals for the shared ILS in collaboration with other staff, member libraries, and committees.
- Serve on the WCL Cataloging and Circulation Committees, providing guidance on cataloging and ILS functions and policy
- Resolve WCL Helpdesk requests relating to ILS and cataloging
- Develop and present training curriculum on ILS and cataloging to member libraries
- Perform technical services duties for WCL headquarters
- Act as cataloging resource and consultant to member libraries' staff
- Monitor and disseminate developments in cataloging theory, work, tools, and services
- Other duties as assigned

A resume with professional references should be emailed to jobs@wclibraries.org