

Position Description: Library Assistant for Processing & Cataloging
(Full Time)

Overview

The Community Library of DeWitt & Jamesville is seeking a Library Assistant for Processing & Cataloging. Under the supervision of the Assistant Director for Technology, this position performs a variety of duties related to processing and cataloging library materials. Additionally, this position performs front-line customer service support. This is a staff and user support position, responsible for responding to staff and user needs through interaction with the public and library staff.

Applicants must be available to work 1 evening per week.

Full-time (35 hours per week)

Hourly Rate : \$13.77

Generous benefits package

Available immediately

Responsibilities

- Inputs new item records into the integrated library system, making corrections and changes to library catalog records, as needed
- Searches WorldCat for best-fit records to send to the Technical Services department of the Central Library to add to the ILS
- Identifies new items that require original cataloging and record when they are sent and received at partner institutions for original cataloging
- Processes orders for selectors from various vendors such as Midwest Tape, Ingram, and Amazon, among others
- Receives and processes new periodicals
- Prints spine labels
- Repairs items
- Captions YouTube videos produced by the library
- Moderates virtual library programs on social media platforms

- Writes content for library publications such as the newsletter and collection guides
- Routinely inputs on-going events into the library's events calendar
- Answers telephones and provides routine information or directs incoming calls to appropriate staff
- Retrieves library materials from shelves for library staff and patrons
- Answers library patrons' directional and holdings questions
- Checks in and sorts library materials for shelving, as needed
- Provides assistance to patrons in the use of copiers, computers, printers and other public equipment
- Attends meetings, in-house training and outside workshops relevant to job functions
- Continuously seeks out development opportunities to improve skills relevant to the position
- Carries out other duties within the scope, spirit and purpose of the job

Qualifications

- Possession of a high school diploma or its equivalent.
- Basic knowledge of library classification systems and filing/shelving rules.
- Ability to utilize and adapt to changing technologies.
- Effective communication through email, text, phone, and in-person.
- Ability to understand and follow oral and written instructions.
- Ability to maintain an effective working relationship with co-workers and work as part of a team.
- Strong public service orientation; tact and courtesy in dealing with staff and public.
- Ability to work without close supervision and render independent judgment based on a set of criteria.
- Ability to ask relevant questions and pursue a line of inquiry to discover improvements in the quality of the data in the ILS.
- Familiarity with library integrated library systems preferred.
- Familiarity with Facebook moderation and YouTube captioning workflows preferred.
- Familiarity with spreadsheet programs like Google Sheets or Microsoft Excel is preferred.

- Minimum of one year of public library experience or equivalent preferred.

Physical Activity Requirements

While performing the duties of this job, the Paralibrarian stands, reaches with arms; uses hands, fingers, sight, hearing, and verbal communication; bends, stoops, kneels; lifts and carries materials weighing less than 20 pounds; lifts, moves, and/or manipulates bulky items and/or crates of materials weighing up to 50 pounds; and pushes/pulls/maneuvers a wheeled book cart weighing up to 200 pounds when fully loaded. Job duties may occasionally require standing for extended periods of time.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.

Apply

To apply, please submit a resume that includes three references and a cover letter to Erin Cassidy: ecassidy@cldandj.org.