

JOB POSTING

July 22, 2013

Library Assistant – Technical Services Manager – The St. Joseph/Maud Preston Palenske Memorial Library has an opportunity to interview for a full-time, 40 hours per week supervisory level position. This position supervises and conducts technical services department activities. Work is primarily in the workroom though assistance at public service desks is required as needed along with other duties as assigned. Position oversees varied projects with emphasis on acquisitions, cataloging, classification, processing and repairing library materials, as well as assistance in public services, working with adults, teens, and some children.

Expectations include the ability to work with computers; an understanding of cataloging and classification of library materials; knowledge of acquisitions procedures; ability to determine departmental need for materials, equipment, and staffing; some knowledge of and ability to analyze statistics to understand customer, staff, and institutional information needs in database usage; knowledge of public library organization and operation; and familiarity with repair of a variety of library materials. Candidate must also have demonstrated supervisory and interpersonal skills, initiative and resourcefulness in problem solving, and outstanding oral and written communication skills.

Understanding of how public library materials are selected, used, and deselected is a plus. Attention to detail and excellent customer service experience also a plus. Hours will include at least one evening per week and some Saturdays.

Posting closes August 9, 2013.

Requirements: MLIS graduate degree or currently enrolled in an MLIS program with cataloging coursework; will also consider applicants with a Master's degree, any subject, with preferably 1-2 years practical cataloging experience. Basic computer skills and knowledge of current software programs and automated library systems. Attention to detail. Ability to lift up to 50 pounds.

Preferred: Supervisory experience and experience in cataloging and classifying library materials using AACRII, Dewey, and MARC.. Excellent customer service skills with both internal and external customers. Understanding of how materials are selected and deselected. Ability to analyze data and problem solve. Experience acquiring and repairing library materials.

Starting rate of pay is \$13.68/hour, with increases at 6 months, 1 year, 2 years, and 3 years. Scheduling is 40 hours a week including some nights and weekends. This position is eligible for pension and benefits and is a Union position.

The library is located on the bluff in the picturesque Lake Michigan lakeshore city of St. Joseph, Michigan, less than two hours from Chicago and within easy driving distance of Kalamazoo and Grand Rapids, MI and South Bend, IN. We serve a year round population of 18,831 and have award winning public schools along with quality independent and parochial schools, a community college, a regional symphony orchestra, Krasl Art Center, Curious Kids' Museum, The Heritage Museum and Cultural Center, The Box Factory for the Arts, Silver Beach Center and Carousel, as well as many other amenities. Visit our website at www.stjoseph.lib.mi.us to see the many outstanding services we provide for the community.

For more information you can call 269-983-7167 or email smasin@sjcity.com.