

**Canton Public Library Job Posting**

**September 17, 2014**

**Job Title: Cataloging/Processing/Receiving Assistant**

Supervisor: Gale Forster, Technical Processing Workgroup Supervisor

Starting Wage: $9.79 per hour

Scheduled Hours: Twenty nine (29) hours per week

 Mon – Thu: 9:00 AM – 3:00 PM

 Fri: 9:00 AM – 2:00 PM

Apply to: Marian Nicholson, Department Head – Business Services

Application Deadline: **6:00 pm on Sunday, September 28, 2014**

**Application packets must include**: a cover letter, an official CPL employment application (available at [cantonpl.org](https://www.cantonpl.org/sites/default/files/CPL_Employment_Application.pdf)) and a resume.

***Please state in your cover letter if you are applying for full time, part time or either.***

**POSITION SUMMARY**

Under the management of the Information Services Department Head, the Cataloging/ Processing/Receiving Assistant is responsible for receiving, cataloging and preparing for circulation all formats of materials to be added to the library’s collection. The Cataloging/Processing/Receiving Assistant assists other Technical Processing staff as necessary. This position is classified as a regular part-time position and is non-exempt from overtime. The nature of the work may require evening and weekend hours.

**PRIMARY DUTIES AND RESPONSIBILITIES**

* Unpacks shipments of new library materials and reconciles packing slips following established procedures.
* Searches for MARC (machine-readable) bibliographic records for items following established procedures.
* Edits bibliographic records following established procedures.
* Creates original bibliographic records when needed, following established procedures.
* Re-cases and attaches tags and labels on items following established procedures.
* Creates item records following established procedures.
* Prints and affixes spine and other labels and stamps following established procedures.
* Consults with the Technical Processing Supervisor for further direction or explanation.
* Assists in other areas of Technical Processing as needed.
* Refers patron queries and issues beyond the Cataloging/Processing/Receiving Assistant’s scope of authority to the Technical Processing Supervisor, Department Heads, or Director.
* Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contributes content as appropriate.
* Enforces library policies using a polite and professional approach.
* Accepts special assignments or duties in support of the library’s goals and objectives.

**REQUIRED QUALIFICATIONS AND SKILLS**

* Basic knowledge typically associated with the completion of a high school diploma.
* Demonstrated understanding and application of public library practices.
* Verbal and written communication skills are at a high level.
* Punctuality and dependability.
* Consistent display of public service attitude that reflects the library’s values.
* Efficient and accurate keyboarding.
* Ability to adapt to changing circumstances that require new procedures, new schedules, different assignments, etc.
* Ability to work independently.
* Able to prioritize duties according to time requirements.
* Proficiency with Microsoft Office applications and common office equipment.
* Ability to coordinate own work with the work of others.

**PREFERRED QUALIFICATIONS**

Additional general education, typically an associate’s degree or equivalent combination of education and experience.

Prior experience in a public library or comparable customer service experience.

Familiarity with MARC records and fielded data.

Familiarity with Innovative Interfaces Inc.’s Millennium automation system.

**ESSENTIAL PHYSICAL FUNCTIONS**

* Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 40 lbs., and push carts weighing up to 200 lbs.
* Manual dexterity and visual acuity sufficient to grab, hold, and shelve materials and read small print on labels.
* Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
* Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.
* Ability to work effectively under stressful conditions in a fast-paced environment.

**APPLICATION INFORMATION**

Complete application packets - **including** [**application form**](http://www.cantonpl.org/aboutus/jobs/index.html)**, cover letter, and resume** - postmarked or received by **6:00 pm on Sunday, September 28, 2014** will be eligible for consideration.

**Submit application packets to:**
Marian Nicholson, Department Head – Business Services
Canton Public Library
1200 S. Canton Center Rd.
Canton, MI 48188
nicholsonm@cantonpl.org

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not a contract between the library and the employee. The library reserves the right to revise this job description at its discretion.*

*The Canton Public Library is an EEO employer.*