The Alma Public Library will be accepting applications for: **TECHNICALSERVICES/CATALOGER.**

**Job statement:**

Technical services/cataloger is a full-time, 40.0hr./week position, including evening and weekend scheduling assignments. This position is under the supervision of the Library Director.

**Job duties:**

The technical services/cataloger manages all of the cataloging, processing, and Internet related information programs maintained by the Library. Performs original descriptive and subjective cataloging for various library materials in a variety of subject fields. Performs copy cataloging in all subject areas from OCLC or LC derived MARC records. Internet activities include servicing the Library’s homepage and web presence, maintaining the Library Facebook presence and associated programs. This position works closely with the Circulation Manager in coordinating the Library’s ILS(The Library Company) services to best assist our patrons and staff in utilizing library resources. MelCat record updates are managed through this position. Technical services assists with the development of new library databases, including genealogical, picture, and other library data not yet managed by a computer interface. Computer graphic projects will be assigned as part of a solo exercise or in conjunction with other staff. Supervises library aides assigned to material processing. Works the public service desk providing reference and reader’s advisory for patrons of all ages. Manages the Library’s print serial and newspaper collection. Budgets for technical service operations as directed .

**Education & experience:**

* Bachelor’s Degree/computer technical certification. Associate’s Degree with appropriate computer background could be considered. Experience in a library setting with emphasis on technical service functions, preferred.
* Supervisory experience-demonstrated.
* Knowledge of library ILS, specifically TLC, preferred.
* Strong interpersonal and communication skills.
* Experience with Microsoft softwares; spreadsheet generators; an understanding of Cloud technology.
* Computer graphics knowledge and experience.
* Ability to work independently as well as being part of a team.
* Knowledge of computer application and development in the public library setting and the ability to research and report such development.
* Ability to move 30 lbs. or more of books; lifting this weight to overhead locations maybe required.

**Salary/Benefit:**

Starting salary is $16.97 per hour, plus City Of Alma benefit package.

**Deadline for application:** Friday, 17 June, 2016

**Submit Application with Resume to:**

Sheila Letourneau, City Clerk

City Of Alma

525 East Superior St.

Alma, MI 48801

Phone: 989/463-8336; FAX: 989/463-5574

E-mail: [sletourneau@ci.alma.mi.us](mailto:sletourneau@ci.alma.mi.us)