## 

**Assistant Cataloging Librarian**

**Support Services Center**

**885 W Bert Kouns Industrial Loop**

**Shreveport, LA 71118**

**Full-time position, Exempt**

**17-SSC-7**

**SUMMARY**: Under administrative supervision, this is responsible professional library work, which involves the application of professional library techniques and procedures to a variety of library operations. Performs related and other work as required.

**REQUIREMENTS:**

**Training and Experience**

1. Attainment of B.A. or B.S. from an accredited university/college;
2. Attainment of graduate degree in Library and/or Information Science from an ALA-accredited university;
3. Preference given to those with full-time, post-MLS library experience;
4. Preference given to those with experience with cataloging government and legal documents, genealogy materials, or audiovisual materials.

**Knowledge, Skills and Abilities**

Good knowledge of:

1. professional library principles, practices and procedures;
2. public library collections;
3. basic computer applications (e-mail, word processing, web browsing, etc.);
4. professional cataloging standards

Skills to:

1. find, analyze, and present information that furthers the goals of both the department and the library as a whole;
2. handle both routine operations and long-range planning;
3. establish and maintain effective working relationships with other staff members, vendors, and the public;
4. communicate effectively, orally and in writing, to groups and individuals;

Ability to:

1. supervise and train support staff;
2. use specialized software for cataloging of library materials.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to talk and hear and frequently required to stand, walk, and sit. The employee is occasionally required to twist, climb, balance, stoop, crouch, squat, kneel, crawl and use hands to reach for, finger, grasp, handle, feel and/or operate objects, tools, or controls. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

The employee must occasionally lift and/or carry up to 20 pounds, frequently lift and/or carry up to 10 pounds. Employee must occasionally push and/or pull loaded book carts and/or boxes of materials weighing up to 75 pounds.

**ESSENTIAL FUNCTIONS**

1. May serve as the first assistant of the assigned department.
2. May assist with selecting, training, scheduling, supervising and evaluating support personnel; may assist with overseeing daily activities, assigning tasks and coordinating work flow.
3. Determines whether a received item is entirely new to the library or a copy that can be added to an existing bibliographic record; catalogs new items in all formats within all library collections, including government documents (federal and state), genealogy, electronic, and other special items, using either records copied from a bibliographic utility or database, or original cataloging as needed; prints labels for cataloged items; assists in implementing universal cataloging changes using Library of Congress Subject Headings (LCSH), Resource Description and Access (RDA), Dewey Decimal Classification (DDC), and other standards recognized by the American Library Association (ALA); proofreads bibliographic records, correcting them as needed; maintains authority database; works closely with the Acquisitions Department to ensure order records reflect whether an item is new or an added copy; orders appropriate work aids for the department, including journals and reference materials.
4. Attends monthly system meetings.
5. Meets monthly with supervisor to review work plan.
6. Attends meetings of appointed committees, workshops and conferences.
7. Performs other duties as required.

**TYPICAL SCHEDULE [subject to change without notice]**

Monday – Friday: 8:00 a.m. – 4:30 p.m.

This is an exempt position with a basic schedule of Monday – Friday during regular business hours. Occasional schedule changes may be required as related to assigned projects.

**BENEFITS**

96 hours vacation (with increases every other year up to 352 hours), 11 paid holidays/year + 1 personal day, 120 hours sick leave/year. Medical, dental and life insurance; library pays 70% of employee’s and dependents’ insurance premiums. Retirement system with the City of Shreveport. Tuition reimbursement available after one year of employment. Good library support for continuing education and attendance at conferences.

**APPLICATION DEADLINE**

November 23, 2017

**STARTING DATE**

Two (2) weeks after selection

# SALARY

$821.20/weekly + benefits

*Copies of transcripts/certifications are required at the time of an interview for positions with specific degree/certification requirements. A criminal background check and a drug screening are part of the pre-hire process. The State of Louisiana Revised Statute 15:587.1.1 requires fingerprinting by local law enforcement and background checks by the Louisiana Bureau of Criminal Identification and Information and these checks will be conducted on a yearly basis for positions which provide outreach to daycare centers. We do not discriminate on the basis of race, ancestry, color, national origin, sex, religion, age, marital status, non-job related physical or mental disability, veterans’ status, sexual orientation or gender identity. Our facilities are non-smoking.* **11.9.17**