

CALCASIEU PARISH PUBLIC LIBRARY

Job Description

LIBRARIAN I

User Access Librarian

The position of **Librarian I (User Access Librarian)** is assigned to **Pay Grade 84** on the Library's Classification and Pay Scale. This is a professional position responsible for cataloging and managing efficient user access to resources in library and remote, as well as assisting with ensuring the accuracy of the library catalog. This position is under the immediate supervision of the Collection Librarian. This is a regular, full-time, 40 hour per week, non-exempt position.

Essential Functions

- Performs original and copy cataloging, and adapts online records to provide maximum user access to library resources in all formats.
- Ensures database integrity and consistency through application of national standards, internal procedures, records retention schedules regarding loading, tweaking, maintaining and removing database records. Includes managing 3rd party database updates –ex: Boopsie, collectionHQ, Loanshark, Novelist.
- Assists with configuration and management of user friendly access to library resources in library and online.
- Assists with administration of the Library's ILS (SirsiDynix Symphony), online selection/ordering products and online resources.
- Prepares, produces, distributes, and manages reports, manuals, and statistics on staff wiki and in hardcopy.
- Recommends procedural and workflow changes to achieve speedy, consistent access to library resources.
- Works with library staff to improve access to library resources and assist or lead technical and other projects.
- Maintains knowledge of current user access trends and attends meetings, training, and conferences as required or needed.
- Responsible to perform other duties as required or needed.

Required Qualifications, Training and Education

- Must possess an MLIS degree from an accredited college or university or currently enrolled in MLIS degree program from an accredited college or university within one semester of graduation.
- Knowledge of or ability to learn about cataloging and classification principles and procedures such as AACR2, MARC, LCSH, DDC, RDA, cataloging of print and non-print materials.
- Considerable knowledge of library collections and user needs.
- Must have proficiency in Microsoft Excel, Word and considerable knowledge of PC operations and online environment.
- Ability to organize work effectively, determine priorities, make decisions and complete assigned duties
- Ability to analyze and resolve complex problems
- Ability to exercise creativity and initiative in a changing environment
- Ability to develop and maintain effective working relationships with co-workers within the department, library-wide and the general public with strong and effective spoken and written communication skills

Physical & Additional Requirements

- Must be able to lift up to 25 pounds occasionally.
- Walking, standing, sitting, bending, stretching, reaching, climbing, stooping, twisting, and kneeling.
- Must take and pass a physical exam and drug screen prior to employment.
- Must pass pre-employment background check.

Salary

- \$18.26/hour and up, depending on qualifications and experience.
- Mandatory direct deposit through the Calcasieu Parish Police Jury.

Please apply at <http://www.calcasieulibrary.org/my-library/employment> by Monday, May 8, 2017.