

JOB ANNOUNCEMENT

CITY OF CARROLL: CARROLL PUBLIC LIBRARY

FULL-TIME LIBRARY WORKER/CATALOGER

Position Type: Full-time (40 hours a week) with regular evening and weekend hours.

Hourly Wage: \$15.63-20.56 per hour

Summary: The Carroll Public Library is taking applications for a responsible, energetic, customer focused, personable Librarian Cataloger. This position is responsible for cataloging; collection development and library collection acquisitions; demonstrates proficiency in current and emerging library technology; and assisting patrons with technology, reference questions, and readers' advisory.

Essential Job Functions

- Imports and modifies catalog records and catalogs monographs for children, young adult, non-fiction, and audiovisual materials.
- Process daily incoming mail, periodicals, and newspapers.
- Answers reference, research, and readers' advisory questions.
- Trains patrons in use of online catalog, online resources, and library technology.
- Manages interactions with customers with tact and diplomacy.
- Participates in and understands collection development and its budget.
- Reads professional literature and participates in continuing education to keep informed of developing library practices and issues.
- Other librarian shared tasks: running holds list, contacting patrons, opening/closing procedures, etc.

Skills, Knowledge, and Abilities

- Knowledge of cataloging methods: MARC records, AACR2 and RDA standards
- Knowledge of a broad range of library reference and readers' advisory materials.
- Knowledge of library policies and procedures.
- Skill in using current and emerging library technology and automated systems.
- Skill in training customers to use library resources.
- Ability to work in a team environment.
- Ability to serve the public in a positive manner.
- Ability to establish and maintain effective working relationships with others.
- Ability to provide outstanding internal and external customer service through the use of excellent oral and written communication skills.

Physical Demands

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to finger and grasp, handle, feel or operate objects, tools, or controls and talk or hear.
- The employee is occasionally required to climb, balance, stoop and crouch.
- Hand-eye coordination necessary to operate computers and various office equipment.
- The employee must occasionally lift and/or move up to 40 pounds. Chairs and tables will need to be moved for various activities.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Occasionally exposed to outdoor weather activities.
- Valid driver's license to attend off site meetings.
- Overnight travel for conferences.

Education and Experience

- A high school diploma or GED is required. A bachelor's degree in any applicable field and/or a Master's Degree in Library and Information Science is preferred. A background check is required prior to beginning employment.
- Excellent customer service skills with all ages is required.
- Experience with cataloging. Familiarity with MARC records and AACR2 and RDA standards preferred.
- Willing to train.

Application Information

Send resume and letter of application to Director Rachel Van Erdewyk (rvanerdewyk@carroll-library.org). Electronic applications are accepted.

Applications can be found online at: <http://www.cityofcarroll.com> under "How Do I?" and then "City Employment."

Phone: 712-792-3432

Mailing address: 118 E. 5th St, Carroll, IA 51401

Physical address: 425 U.S. Hwy 30, Ste. 340, Carroll, IA 51401

Applications must be received by 5:00 p.m. Monday, August 5, 2019