

**Richland Community Library
EMPLOYMENT OPPORTUNITY**

**Assistant Director / Cataloger
(Permanent Full-Time Position)**

If you are looking for an opportunity to help lead and implement the vision of an institution beloved by its community, and in joining an enthusiastic and service-oriented staff, this is the job for you!

Application Deadline: March 31, 2017

Position: Assistant Director / Cataloger
Hourly/Salaried: Hourly/Full-Time (currently 32 hours per week)
Position Accountability: Under the supervision of the Director; Accountable to the Board of Trustees

General Summary

Reporting to the Director, the Assistant Director (AD) oversees internal operations of the library, participating in the development and implementation of goals and objectives, policies and procedures of the library in a conscientious and thorough manner. The AD will also take a lead role in cataloging and collection development activities for adult library collections.

Working Conditions

Full-time position (32 hours/week); evenings and weekends (Saturdays) required. Library is currently closed Sundays and Mondays.

Compensation and Benefits

Salary range: \$16.00-\$21.00 per hour, contingent on education and experience. Paid time off and limited benefits are also available.

Duties include but are not limited to:

- Assists and supports the Director in administering all library services and programs.
- Under Director's guidance, oversees the daily operation of the library.
- Maintains overall calendar and oversees scheduling of staff.
- Oversees the orientation and training of new staff as assigned by the Director
- Acts as Librarian-in-Charge as assigned, which includes opening and closing library, and supervision of other staff.
- Maintains familiarity with policies and procedures of the library, and communicates them in a positive manner to co-workers and patrons as necessary.
- Oversees collection development for all adult collections, selecting and ordering new materials as assigned.
- Takes lead role in performing copy cataloging of new materials in all formats, applying current cataloging standards (e.g. MARC formats, AACR2, RDA).
- Tracks and reports collection inventory; maintains and updates Richland Community Library's records in the MeLCat database.
- Oversees processing, repairing and weeding the adult services collection.
- Assists with computer operations for patrons, including the library automation system, locating library materials, and helping with online databases.
- Sorts through books donated for sale and helps maintain Friend's book sale area.

Duties, continued

- Participates in maintaining the orderliness and upkeep of the library facility to maintain a welcoming and safe environment for patrons.
- Attends scheduled Board Meetings in the Director's absence.
- Attends periodic workshops or continuing education classes.
- Responsible for other duties as assigned.

Education and Experiences Required:

- Bachelors Degree
- Minimum two years of library experience [public library preferred]
- Cataloging experience, [or commensurate training or coursework] using Dewey Decimal and Library of Congress classifications, MARC records, and AACR2/RDA rules
- Supervisory experience
- Working knowledge of library automation systems

Knowledge, Skills, and Abilities Required

- Strong service orientation and desire to work with the public
- Experience and ability to work independently, as well as part of a team
- Good working knowledge of the principles and procedures of professional library work
- Good working knowledge of principles and practice of collection development
- Ability to collect and analyze data, and create data sets and reports
- Proficiency with applications software (e.g. MS Excel, Word, etc.)
- Ability to multitask and prioritize duties utilizing effective time management skills.
- Flexibility to adjust to changing work assignments, policies and procedures
- Ability to work pleasantly and cooperatively with staff members and patrons
- Computer competency and willingness and ability to continuously learn and adapt to new technology
- Excellent oral and written communication skills
- Detail oriented, with good research skills

Budgetary Responsibilities

Follows budgetary guidelines in collection development and discusses potential needs for annual budget

Supervisory Responsibilities

Supervise staff in absence of the Director

Confidentiality

Must maintain patron confidentiality with regard to the Privacy Act

Physical and Social Requirements - Hours of Work and Working Conditions

Hours of work follow the library's hours as open to the public; may be required to work evenings, weekends and flexible hours. Office environment is typically indoors. Must be able to hear, comprehend and courteously respond to library patrons both in person and in telephone conversations. Must be flexible, creative, patient, and have a sense of humor. Requires sitting, standing, stooping, bending, and lifting/moving books, carts, tables and chairs up to 40 pounds. Requires visual ability to see computer screens. Requires good hand dexterity for computer keyboarding. Requires ability to operate basic business machinery (computers, printers, copiers, telephone, FAX machine, and paper cutter). May be exposed to public illnesses, book/paper dust, and newspaper ink. May encounter dust mites and book mildew. May attend board meetings and outside seminars/training sessions. May be involved in light travel.

Richland Community Library is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of ethnicity, race, gender identity, sexual orientation, disability, religion/belief, or age.