

MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

The Massillon Public Library is looking to hire a Copy Cataloging Specialist

POSITION DETAILS:

Position Title:	Copy Cataloging Specialist
Reports To:	Technical Services and ILS Manager
Position Type:	Hourly/Non-Exempt
Part-time/Full-time:	Full-time (34 hours)

PURPOSE

- To provide comprehensive service to all patrons and staff, and to help maintain the organization and quality of the collection.
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QUALIFICATIONS:

- Bachelor's degree and one year of experience in technical services preferred
 - Will consider high school diploma or GED with two years of directly related Technical Services experience
 - Basic knowledge of MARC fields and bibliographic records
 - Experience using OCLC and searching for bibliographic records
 - Familiarity with DDC and LCSH
 - Experience using Sierra ILS Catalog module preferred
 - Microsoft Office skills a plus especially Excel
 - Must have acceptable results on a criminal background check
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ESSENTIAL FUNCTIONS

- Process new materials, including unpacking, receiving, adding stamps, tags, and barcodes as needed, and enter information into ILS system
- Sort and mend certain library materials and prepare materials for discard and book sale
- Perform copy cataloging of selected library materials, including print and AV, and make some copy cataloging decisions such as Dewey call numbers with guidance of Manager
- Help Manager maintain accurate holdings in OCLC and ILS using lists to remove holdings of deleted bib records
- Complete assigned special cataloging projects to assist Manager in maintaining a clean ILS database
- Create volume records for serial items like magazines, comics, and travel books, etc. under direction of Manager
- Assist department Manager with monthly special projects such as inventory scanning (RFID)
- Handle physical aspects of position which include, but are not limited to: standing, sitting, operating office equipment, climbing steps, bending, stooping, moving, reaching, lifting up to 35 lbs., and pushing or pulling loaded carts
- Maintain regular and reliable attendance
- Abide by established Library policies
- Follow appropriate cash handling procedures
- Attend meetings and workshops appropriate to position
- Serve as a backup to Administrative Assistant for incoming and outgoing mail
- Perform other duties as assigned by supervisor

NOTE: This position description states the nature and level of assignments normally given in this position; its list of tasks is not exhaustive.

SCHEDULE:

- To be determined by supervisor

HOW TO APPLY:

- To apply for this position, download an application from: <https://tinyurl.com/MPLapplication>
- Please submit the completed application, a cover letter, and resume by mail to:
Mardea Harden, HR Manager
Massillon Public Library
208 Lincoln Way East
Massillon, OH 44646
- The documents may also be scanned and submitted as email attachments to: hardenma@massillonlibrary.org
- Deadline for application: Friday 2-21-20

EQUAL OPPORTUNITY EMPLOYER