

Paul Sawyer Public Library
Job Title: Cataloging & Processing Clerk
Reports To: Technical Services Manager

Job Description

ESSENTIAL FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Cataloging: Copy-cataloging books using OCLC (Online Computer Library Center) as well as Dewey Decimal Call Number system and Library of Congress subject headings into The Learning Corporation (TLC) integrated library system.

Processing: Preparing materials for use by patrons.

MINIMUM QUALIFICATIONS:

- High-school diploma or equivalent;
- Must successfully complete a background check.

KNOWLEDGE, SKILLS AND ABILITIES:

- Sound judgment in determining appropriate book categories;
- Knowledge of principles of library operation;
- Ability to cover books for use by patrons;
- Computer proficiency for data entry into an integrated library system;
- Attention to detail.

**Some skills and knowledge may be acquired after hire.

EXPERIENCE:

Computer skills, particularly accurate data entry, are required. Any experience with an integrated library system is preferred; experience using TLC would be optimal.

PERSONAL ATTRIBUTES:

- Ability to deal with associates and public in a courteous manner;
- Ability to make decisions of other than a routine nature in order to meet controlling conditions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must be able to communicate information and ideas so others will understand and be able to exchange accurate information in these situations. The employee must be able to remain in a stationary position 70% of the

time; move about the office and department to access computers, library materials, and other office equipment; operate a computer and other office equipment; grasp library and other materials; and position self to access library materials and other objects on low and high shelves. The employee must occasionally lift and/or move up to 30 pounds.

Paul Sawyer Public Library is committed to equal employment opportunity. The physical demands described herein 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 these essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Exposure to dust and mold; ink on printed pages; strong scents.

SCHEDULE:

Part-time (20 hours weekly), typically Monday – Friday. However, although a weekly schedule is established, the needs of the library may require schedule changes and flexibility.

SALARY:

\$13.50 per hour. 20 hour work week. Benefit package includes vacation leave, holiday pay, and optional deferred compensation program.

Email cover letter with résumé and completed employment application to HR@pspl.org. Completed applications and letters may also be dropped off at the front desk of the library. **NO phone calls please.**