

Library Associate II - Technical Services/Cataloger

ANSWERS TO: Head of Technical Services

NATURE OF WORK: Under general direction of Supervisor, catalog all collection materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Catalogs collection materials as assigned by supervisor. Processes deletes. Processes change locations. Assures proper serials control. Maintains catalog records to reflect changes in standards of the profession. Other duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of cataloging procedures and sources. Good knowledge of computer skills and appropriate software in the Windows environment. Ability to understand and follow oral and written instructions. Appropriate oral and written communication skills. Ability to deal effectively and courteously with co-workers.

PHYSICAL REQUIREMENTS: Work is performed in office environment and requires sitting, standing, stooping, walking and lifting of objects weighing less than 25 lbs.; may require lifting objects in excess of 25 lbs. occasionally. Common abilities such as mobility and dexterity.

REQUIRED QUALIFICATIONS:

BS + 1 yr. related library and/or cataloging experience + 9 hrs. LS. Or, 2 years college (60 hrs.) + min. 5 yrs. related lib and/or cataloging experience + 9 hrs. LS. Or, High school diploma + 7-10 yrs. related cataloging experience + 9 hrs. LS.

NOTE: Successful completion of 3 Core Competencies of the LSSC Program may be substituted for 9 hrs LS.

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer.

A criminal background check and a drug screening are part of the pre-hire process

FLSA STATUS: NON-EXEMPT

6/17/13