

Huron Public Library – Job Announcement

Description:

Cataloger, Huron Public Library, Huron, South Dakota

The Huron Public Library Board of Trustees and City of Huron are seeking a Cataloger who has the vision and desire to keep this progressive and thriving library moving forward.

The library serves approximately 18,453 citizens of Huron and Beadle County with one central location. The building was recently remodeled in 2009. This grant-winning Library provides an annual \$1 million budget comprised of city funds and trusts.

Huron is the largest city in Beadle County and a regional hub for culture, education, and industry. With its diverse economy, affordable housing market, and array of entertainment and recreational options, Huron is one of the Midwest's best places to live.

Responsibilities:

The Cataloger performs original and copy cataloging based on current standards, database maintenance, authority control, and provides training and inventory support for library. This position also resolves cataloging problems and aids in the maintenance of the online catalog. The Cataloger provides advice, offers demonstrations, and provides information on best practices and up-to-date policies in cataloging. This is accomplished by keeping up-to-date on relevant programs and services that enhance the ability of library staff to provide quality information to patrons in an effective and efficient manner. The Cataloger is responsible for supervising the technical services unit, bookkeeping duties and some circulation and programming duties; Work varies little, individual judgment within established standards and procedures may be required.

Compensation: The Library offers a competitive salary commensurate with the experience. Compensation includes health, dental, vision, retirement, and additional benefits. The starting salary is \$47,205.78/year negotiable based on experience.

Application Information: Please visit <http://www.huronsd.com/city-government/city-employment> for details and to apply. Questions? We welcome inquiries.

Qualifications:

Master's in Library Science degree from an ALA accredited school preferred; Two (2) years demonstrated Library experience with computer technology, bookkeeping, and cataloging preferred. Must possess a valid South Dakota Operator's license.

City of Huron Job Description

JOB TITLE: Cataloger

DEPARTMENT: Library

ACCOUNTABLE TO: Library Director

PRIMARY OBJECTIVE OF POSITION: The Cataloger performs original and copy cataloging based on current standards, database maintenance, authority control, and provides training and inventory support for library. This position also resolves cataloging problems and aids in the maintenance of the online catalog. The Cataloger provides advice, offers demonstrations, and provides information on best practices and up-to-date policies in cataloging. This is accomplished by keeping up-to-date on relevant programs and services that enhance the ability of library staff to provide quality information to patrons in an effective and efficient manner. The Cataloger is responsible for supervising the technical services unit, bookkeeping duties and some circulation and programming duties; Work varies little, individual judgment within established standards and procedures may be required.

ESSENTIAL JOB FUNCTIONS: Physical requirements include sitting, walking, standing, bending, stooping, climbing ladders, and lifting up to 35#s (greater with assistance). Work is performed in a controllable atmosphere with little noise. Must be able to concentrate on detailed information over an extended period of time. Ability to effectively use a computer.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- ❖ Perform original (including complex) and copy cataloging of all formats of library materials to facilitate their identification, access, and use.
- ❖ Interpret and apply Library of Congress subject headings, the Dewey Decimal System, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials.
- ❖ Maintain authority records and perform needed authority work in the database.
- ❖ Consult with libraries in order to resolve cataloging and database problems, report trends in bibliographic services, answer questions, transmit information, and discuss options for handling library materials.
- ❖ Responsible for inventory of the library materials which includes weeding the collection.
- ❖ Develop and deliver training programs to member library staff and others.
- ❖ Develop constructive and cooperative working relationships with internal staff, staff from member libraries, and other relevant community leaders.

- ❖ Keep records of inquiries, complaints, and comments, as well as actions taken for members.
- ❖ Provide accurate and timely information in a language and format that is easily understood by members and colleagues.
- ❖ Perform database maintenance for bibliographic and authority records.
- ❖ Loads MARC record files and communicates necessary changes.
- ❖ Maintain the integrity of the integrated library system through authority file control; trains and supervises support staff as appropriate; and performs other duties as deemed appropriate and necessary.
- ❖ Prepares and submits records, and reports of activities; position requires substantial and frequent contact with fellow employees and the public often requiring tact, diplomacy, and confidentiality.
- ❖ Responsibility for collection and accountability of monies; is responsible for facilities and equipment that requires care to prevent damage and following of proper safety procedures to prevent injury; position requires employee to perform moderate physical effort; duties are performed in surroundings where undesirable physical conditions are minor and controllable.
- ❖ Assists in the preparation of the budget and financial reports; supervises the collection and the accounting of fines and fees, and makes deposits.
- ❖ May prepare handouts, displays, and furnish information on library activities, facilities, and rules.
- ❖ Performs other duties as appropriate and assigned. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Knowledge, Skills, and Abilities Required:

- ❖ Good working knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library cataloging and classification.
- ❖ Excellent knowledge of Microsoft Office, Quick Books, and integrated library systems. Additional knowledge of LibraryAware and Library Insights preferred.
- ❖ Excellent knowledge of computerized cataloging.
- ❖ Excellent knowledge of standard bibliographic sources, bibliographic form, and verification tools.
- ❖ Good knowledge of professional library theories, issues, and trends.
- ❖ Good oral and written communication skills.
- ❖ Ability to establish and maintain effective working relationships with staff, and staff from other libraries.
- ❖ Knowledge of principles and processes for providing customer service including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- ❖ Ability to work in an organization that embraces customer service.
- ❖ Ability to be timely in responding to requests.

- ❖ Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- ❖ Ability to demonstrate a positive attitude towards co-workers, and job duties.
- ❖ Ability to travel as required.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Technical Services Unit

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Master's in Library Science degree from an ALA accredited school preferred; Two (2) years demonstrated Library experience with computer technology, bookkeeping, and cataloging preferred. Must possess a valid South Dakota Operator's license.