

TECHNICAL SERVICES SPECIALIST-CATALOGING & ACQUISITIONS PART-TIME (10 hrs./week) Hours include days, some evenings and weekends. Primary responsibilities in the Technical Services Department.

JOB TITLE:	Technical Services Specialist—Cataloging & Acquisitions
GRADE:	4A&B
SALARY RANGE:	\$23.81-\$34.28 per hr
GENERAL DESCRIPTION:	Performs Technical Services departmental routines and procedures, especially as related to the cataloging of library materials.
SUPERVISION RECEIVED:	This position is under the direct supervision of the Head of Information Technology Services or other designated supervisor.

EXAMPLES OF DUTIES, INCLUDING, BUT NOT LIMITED TO:

1. Performs copy cataloging using the library's automated systems including searching for and importing records from OCLC and z39.50, importing and overlaying vendor records, and following the library's local cataloging system and practices. This position focuses on children's print and non-print materials but may also catalog teen and adult materials as needed.
2. Performs acquisition-related duties, from ordering through invoicing, using the library's automated acquisitions systems, including Koha, and associated vendor databases.
3. Performs public service desks duties as assigned and assists patrons with general library functions and technology related questions.
4. Performs other cataloging database maintenance as directed by Supervisor.
5. Performs collection clean-up and reorganization projects.
6. Other duties as may be assigned.

KNOWLEDGE, SKILLS, ABILITIES:

1. Strong public service attitude.
2. Commitment to an equitable and inclusive approach to public service and a demonstrated ability to connect with and relate to people from all walks of life.
3. Ability to maintain effective working relationships with coworkers and the public in a diverse workplace setting.
4. Working knowledge of integrated library systems. Proficient in a Windows desktop environment and in the use of Microsoft Office applications including but not limited to Word, Excel, Publisher, PowerPoint, etc.
5. Familiarity with general library organization; knowledge of the principles and practices of library technical services; knowledge of MARC bibliographic formats and content.
6. Knowledge of the principles and applications of the Dewey Decimal System.
7. Dependability, detail-oriented, initiative, good judgment and flexibility as well as effective oral and written communication skills.

EDUCATION/EXPERIENCE:

1. Bachelor's degree from an accredited college (or international equivalent) OR a combination of education and experience or training as would indicate the ability to do the work.
2. Demonstrated experience in a library technical services setting.
3. Bilingual candidates highly desirable.

PHYSICAL DEMANDS/
EQUIPMENT UTILIZED:

While performing the duties of this job, the employee is regularly required: to use hands; to frequently stand, walk, stoop, bend and reach with hands and arms; to occasionally kneel or crouch; to regularly lift and/or move up to 10 lbs and regularly push carts up to 200 lbs. This position requires use of standard office equipment such as personal computer, telephones, scanner, fax and copy machines. The Stratford Library is committed to the full inclusion of all qualified individuals. As part of this commitment, the Stratford Library will ensure that persons with disabilities are provided reasonable accommodations.

WORK ENVIRONMENT:

Standard library work environment; noise level is usually moderate.