



OTSEGO DISTRICT
PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • P (269)694-9690 • F (269) 694-9129

www.otsegoibrary.org

JOB POSTING: Assistant Cataloging Clerk

Hourly: Average 16 hrs/wk, \$11/hr

Vacation, Holiday, and Sick Pay as per the Otsego District Library Employee Handbook

The perfect candidate for this position would be able to answer yes to all of these questions:

- Do you enjoy data-entry?
- Are you a quick learner?
- Are you organized and pay high attention to detail?
- Are you able to work in both a collaborative and independent role?
- Are you also friendly, helpful, and able to provide excellent customer service on our circulation desk?

STARTING SCHEDULE:

*May be subject to change

- Tuesdays 9-3
- Thursdays 4-8
- Fridays 8:30-1
- Every fifth Saturday, 8:30-3

Additional hours may be available occasionally during Summer Reading Program and other busy times of year, or as needed for subbing.

This position is supervised by the Library Director, Assistant Library Director, and Head Cataloger

POSITION POSTING: April 25 – May 26 at 5 PM.

INTERVIEWS will be held the week of May 31.

HOW TO APPLY:

Email your Resume, Cover Letter and Application together as a **single PDF** file to:

Library Director Andrea Estelle, aestelle@otsegoibrary.org.

Application can be found on library's website, www.otsegoibrary.org.

Paper submissions, electronic submissions in formats other than a single PDF, and late submissions will not be accepted.

Job Description found on back of page.

Thank you for your interest in employment at Otsego District Library!



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JOB DESCRIPTION: ASSISTANT CATALOGING CLERK

Duties and Responsibilities:

- Waits on patrons at the circulation/reference desk
- Assists Head Cataloger with projects and various tasks as needed
- Assists with cataloging youth collection
- Creates DVD repackaging and covers
- Assists in processing materials (covering books and materials, processing magazines, adding classification labels, etc.)
- Assists with weeding and deleting items
- Assists with reserves
- Checks in materials
- Supervises library pages
- Provides reference help to patrons at the desk and on the phone
- Assists patrons with computer and software issues
- Performs other tasks as assigned by a supervisor

Tasks:

- Shelves materials when necessary, stocks displays
- Evaluates condition of materials upon check-in and recommends for repair/weeding as necessary
- Answers patron questions in person and on the telephone
- Maintain professional behavior appropriate to a public setting
- Maintain library confidentiality regarding patron records
- Complete the clerk closing checklist for closing shifts
- Other duties as assigned

Necessary skills and abilities:

- Cataloging and/or library experience is highly preferred, knowledge of MARC and item records critical.
- College experience is highly desirable.
- This position requires a friendly and helpful personality and an ability to act as an assistant to our Head Cataloger.
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to deal appropriately with the public
- Ability to perform repetitive tasks accurately and efficiently
- High attention to detail and organization skills are critical
- Ability to operate a cash register, copy machine, fax machine, and laminator
- Ability to work independently and establish effective priorities
- Basic computer skills necessary: Windows operating system, Microsoft Office, ability to learn library software, ability to navigate and copy/paste from the internet, email, and assist patrons with basic internet use