

LIBRARY ASSISTANT: SUPPORT SERVICES DEPARTMENT

POSITION: LIBRARY ASSISTANT, SUPPORT SERVICES - CATALOGING

CLASSIFICATION: NUGR 09 - \$20.33 per hour, includes benefits & IPERS enrollment

HOURS: Non-exempt, Full-time, 40 hours weekly

SCHEDULE: Monday – Friday, 8 hours each day. Some flexibility in start time. Work is on site.

REPORTS TO: Support Services Manager

To apply, email your cover letter, resume and application to mcarp@councilbluffslibrary.org or mail/deliver to Council Bluffs Public Library, Attn: Mary Carpenter, 400 Willow Ave., Council Bluffs, IA 51503

Open until filled. Application review beginning March 18, 2024.

Council Bluffs Public Library is an Equal Opportunity Employer.

NATURE OF WORK:

The Support Services Library Assistant performs technical level work under the general supervision of the Support Services Manager. The Support Services Library Assistant is responsible for copy cataloging library materials and maintaining the library's online catalog. Support Services Library Assistants are also responsible for processing library materials, repairing and weeding library materials.

DUTIES AND RESPONSIBILITIES:

- Helps to establish and maintain a high level of customer service performance standards.
- Performs copy cataloging for materials with available cataloging records; identifies and troubleshoots errors in online catalog.
- Works with other departments in ordering materials
- Receives and processes materials ordered by the library.
- Promptly withdraws records from online catalog and OCLC in accordance with procedures.
- Demonstrates a working knowledge of library science principles and practices.
- Performs work within established guidelines and refers department problems and concerns to a manager.
- Assists in collection maintenance by shelving, weeding, inventorying and recommending items for addition or withdrawal.
- Performs other related duties as assigned.

ABILITIES AND KNOWLEDGE REQUIRED:

Experience/Education:

- High School diploma or equivalent (GED)
AND
- Library technical assistant degree or two years of college
OR

- 4 years library experience.
- Has knowledge of
 - Contemporary bibliographic-maintenance standards and practices, including the Anglo-American cataloguing rules
 - Resource Description & Access (RDA)
 - Dewey Decimal Classification
 - Library of Congress subject headings
 - OCLC/MARC records
 - Library automation
 - OCLC Connexion cataloging software
- Working knowledge of Sirsi/Dynix library automation software.
- Experience with general workplace software and devices including
 - Microsoft Office Suite
 - Google Suite
 - PCs, copy machines, printers, fax machines, Disk cleaners, and book repair machines such as CoLibri Book Cover Systems
- Ability to
 - Perform routine tasks on a daily basis
 - Read, understand, and follow oral and written instructions and make decisions within established guidelines
 - Form effective working relationships with staff and general public
 - Work in a pleasant and effective manner with customers, co-workers, other agencies and departments
 - Work with a minimum of supervision and regularly take personal initiative to execute work responsibilities
 - Be creative, flexible and to prioritize tasks
 - Use independent judgment to make decisions

PHYSICAL DEMANDS:

The physical demands described here 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 essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment. The employee is occasionally required to climb or balance; stoop, kneel or crawl.

The employee must occasionally lift and/or move objects of 40 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Selected candidates must be able to provide proper documentation for work in Iowa and may be subject to a background check.

Incomplete applications will not be considered.