

Technical Services/Cataloging Assistant II (Temporary Part-Time Vacancy)

Marple Library is seeking a Technical Services/Cataloging Assistant II to catalog library materials under the direction of the Head of Technical Services and Emerging Technologies. This temporary position is part-time for up to 25 hours per week. The typical work hours are Monday-Friday from 9:00 am – 2:00 pm. The hourly rate is \$16.00.

Qualifications:

- Minimum of two years of cataloging experience, preferably in a public library setting
- Knowledge of library classification
- Proficiency in Microsoft Office
- Proficiency in spoken and written English
- Strong data entry and organizational skills
- Demonstrated ability to maintain a high level of accuracy in performing detailed work processes
- Must exhibit a professional attitude and be customer service oriented
- Demonstrated ability to work collaboratively with others and to work independently with minimal supervision

Responsibilities:

- Perform copy cataloging of library materials (including books, CD's, DVD's, museum passes, and e-readers)
- Assist with Inter-library loans from outside Delaware County Libraries
- Perform routine maintenance and make appropriate repairs to damaged library materials.
- Supervise the work of the Technical Services Assistant I in the absence of the Head of Technical Services and Emerging Technologies

Physical Demands:

- Must be able to sit for long periods of time, bend, stoop, and push, as well as maneuver a book cart full of books
- Must have manual dexterity to operate a computer keyboard, mouse and computer components.
- Must be able to read printed materials in English, in addition to data and electronic documents on a computer screen
- Must be able to work in an office setting and use office equipment, including a computer

Educational experience:

High school degree required; Bachelor's degree highly desirable.

Additional Requirements:

Pennsylvania criminal, child abuse and FBI background checks required.

To apply, email a cover letter, resume and list of three professional references by October 27, 2021 to:

Mari Ayala

matech@delcolibraries.org