

Technical Services/Cataloging Assistant II

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 position is full-time. The typical work hours are Monday thru Friday, 9:00 am-5:00 pm.

Qualifications:

- Minimum of two years of cataloging experience, preferably in a public library setting
- Ability to organize projects and follow them through to completion
- 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, serials, museum passes, e-readers and kits)
- Manage all Inter-library loans from outside Delaware County Libraries
- 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
- Assist Head of Technical Services and Emerging Technologies with collection maintenance.
- Order Technical Services supplies

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 diploma required; Bachelor's degree highly desirable.

Additional Requirements:

Pennsylvania criminal, child abuse and FBI background checks required.

Compensation

\$33,000-\$36,000 depending on experience. Benefits include vacation and sick leave, health and dental insurance, pension plan and optional TIAA-CREF participation.

To apply, email a cover letter, resume and list of three professional references by November 4, 2022 to:

Mari Ayala

matech@delcolibraries.org