

Position Title: Collection and Acquisitions Assistant

Department: Collection and Acquisitions Services
Reports To: Collection and Acquisitions Supervisor
Hours: Part-Time (25 hours per week)

Job Classification: 104
FLSA Status: Non-Exempt
Certification Level: LC6

POSITION SUMMARY:

Under the general direction of the Collection and Acquisitions Supervisor, the Collection and Acquisitions Assistant performs routine cataloging of all library materials, applying Evergreen Indiana cataloging policies and standards. Maintains serial collection, processing new periodicals and newspapers and weeding issues as necessary. Performs receiving functions pertaining to the acquisitions, routing, and processing of deliveries and orders from various vendors.

EDUCATION AND CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent; college degree desired, but not required
- Ability to acquire a Librarian Certificate 6 (LC 6) as described by Librarian Certification Administrative Rule 590 and the Indiana Public Library Certification Manual
- Ability to acquire and maintain Certified Evergreen Indiana (Cat1) status

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of bibliographic-maintenance standards and practice, including RDA, AACR2, Dewey Decimal Classification, Library of Congress subject headings, MARC records, and library automation
- Significant library technical services work experience, primarily cataloging
- Computer proficiency and ability to learn vendor acquisition systems
- Library work experience, public library experience preferred

COMPETENCIES:

- Communication Skills
- Technical Skills
- Adaptability
- Teamwork
- Customer Focus
- Initiative and Flexibility
- Problem Solving Skills
- Development and Continual Learning

ESSENTIAL DUTIES:

- Receives library collection materials through various vendors, ensuring contents, packing slips and invoices are accurate and complete; routes paperwork to financial manager and other staff members accordingly;
- Performs cataloging functions of all physical library materials, using bibliographic maintenance standards established by Evergreen Indiana policies; subscribes to relevant Evergreen listservs, stays abreast of communications on those listservs, and performs item checks requested on the listservs as necessary;

- Maintains the library's periodical and newspaper collection; processes new issues and weeds outdated and damaged issues as needed; claims issues which are not received; removes ceased or canceled titles from shelves and Evergreen ILS;
- Assists with all processing of library materials, ensuring that popular items are available by retail street date;
- Assists with collection maintenance, weeding, and ILS clean-up projects as needed; works with other departments to complete collection projects as requested;
- Collects and maintains relevant library statistics;
- Helps with organization of collections, keeping them neat and filed.

GENERAL KNOWLEDGE AND EXPECTATIONS:

- Provides prompt, attentive, friendly customer service, in-person and by phone;
- Adequate proficiency in the use of computers, tablets, mobile devices, applications, and app stores, as well as standard office technology (software, peripherals, and public equipment);
- Excellent English communication skills (oral and written), as well as presentation and instructional skills; bilingual language skills helpful;
- Possesses excellent interpersonal and customer service skills, with the ability to interact harmoniously and communicate well in a timely manner;
- Exhibits strong organizational and problem-solving skills, is able to work independently and efficiently with minimal supervision; exhibits a high level of attention to detail to ensure new materials are cataloged correctly;
- Familiarity and interest in current books, authors, movies, music, general interests, technological equipment, and technological trends;
- Awareness of current public library practices, trends, and technologies;
- Participation in library events and outreach efforts;
- Attends and participates in staff and departmental meetings; willingness to serve on committees at a library and consortial level;
- Attends workshops, roundtables, webinars, and conferences that are relevant to job position and makes suggestions for improved services and work processes accordingly;
- Maintains a neat, clean, and professional appearance;
- Complies with library policies and procedures; supports and contributes to overall library mission and goals;
- Maintains reliable attendance by arriving to work as scheduled and on time;
- Other various duties as assigned.

WORKING CONDITIONS:

This position is primarily performed in an office environment. Applicant must possess the physical dexterity and mobility to work throughout a large, fast-paced service area; must be able to safely carry items and maneuver carts weighing at least twenty pounds, with some bending, stretching, and reaching included.

Background investigations are required, however a criminal history will not necessarily exclude an individual from consideration for a position or from continuing employment.

POSITION HOURS:

This is a part time position and requires 20 hours per week, including some nights and weekends. Hours may be modified to include as much as 29 hours per week, as needed.

SALARY:

This position is classified as a Level 104 on the Library's salary schedule.

Salary begins at \$13.25 per hour, and is commensurate with experience.