



POSITION DESCRIPTION

DATE OF POSTING: March 21, 2019

JOB OPENING: Cataloger

La Porte County Public Library has an opening for a Cataloger. In this position, you will be responsible for creating positive customer experiences by supporting system-wide collection maintenance through cataloging and database maintenance of records. This position requires an Associate's Degree applicable to the position with two years relevant work experience. The attached job description provides more details about the job duties and requirements.

Applications are being accepted at this time. Download and print the application form from our website at <https://laportelibrary.org/employment/>, or ask for an application to complete at any of our locations.

Submit completed application and resume to:

De Burke, HR Professional
La Porte County Public Library
904 Indiana Avenue
La Porte, IN 46350
219-362-6156, ext. 371
dburke@laportelibrary.org



POSITION DESCRIPTION

Job Title:	Cataloger	Job Classification:	Professional I
Location:	Main	Reports To:	Technical Services Manager
Starting Pay Rate:	\$17.00/hour	Position Type:	Non-Exempt

JOB PURPOSE

Create positive customer experiences with daily support of collection maintenance through cataloging and database maintenance for records.

ESSENTIAL RESPONSIBILITIES

- Applies LPCPL's customer service best practices (courtesy, professionalism, attitude, safety, quality)
- Provides copy and original cataloging of both physical and digital formats using job specific software, and performs database maintenance for bibliographic and authority records
- Runs and analyzes reports of monthly statistics for department
- Oversees database clean-up projects as needed
- Oversees day-to-day jobs of specialists and backs up all positions in department as needed
- Works collaboratively with Collection Management Librarian on standing orders and subscriptions and verifies invoices
- Works collaboratively with Collection Management Librarian on system-wide maintenance of existing collections
- Creates a safe and clean environment for customers and staff
- Applies Code of Conduct policy consistently with all customers
- Abides by established policies and procedures

POSITION REQUIREMENTS

- You have an Associate's degree applicable to position
- You have two years of relevant work experience
- You have proficient technology skills, with experience using the Internet, email, and willingness to learn new technologies
- You welcome working with all people from your community
- You are positive, adaptable, and forward thinking
- You display appropriate demeanor at all times; this includes dress, body language, and facial expressions
- You analyze and solve problems using sound judgement
- You handle multiple projects and meet deadlines

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Office environment; occasional exposure to materials returned in unfavorable conditions
- Mobility: Repeated movements with the wrists, hands, and/or fingers while using keyboard, calculator; regularly sits at a desk to do paper/computer work; occasionally climbs stairs
- Visual: Spends long periods of time viewing computer monitor
- Must be able to respond to fire alarms, warning sirens, and phone pages