

POSITION DESCRIPTION

Class Title: Library Assistant – Children’s Cataloger
Department: Hershey Public Library
Date: January 2023

Rate of Pay: \$14.25 per hour, 20 hours per week

Schedule: One weekly front desk shift (3-4 hours) as well as one 7-hour Saturday shift on a 4-5 week rotation. Most other hours are flexible.

GENERAL PURPOSE

The Children’s Cataloger performs a variety of complex and routine administrative and library tasks in materials selection, cataloging, and processing functions.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Cataloging/Collection Development Librarian.

SUPERVISION EXERCISED

Exercises supervision over all staff and building/equipment operations in the library including opening and closing procedures when designated as Lead Staff.

COOPERATIVE RELATIONSHIPS

Works in cooperation with other library and township staff, area librarians, vendors, and local agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains the database of catalog records for children’s materials by adding new records, modifying, or deleting current records.

Updates OCLC holdings as needed.

Suggests purchase of materials for the children’s collection using professional literature and acquisition tools per the direction of the Cataloging/Collection Development Librarian. Assesses donated materials for inclusion in collections.

Keeps abreast of current professional library practices by reading professional literature, communications, and attending relevant meetings and webinars.

Processes children’s materials.

Works regular shifts at the public desk.

Performs other duties as required.

PERIPHERAL DUTIES

Provides assistance in other department during peak periods or as needed.

Participates on township staff committees and in other township activities as directed.

Attends a minimum of six hours of continuing education classes every two years.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a Master's degree in Library Science
- (B) One year of library experience in technical services or collection development

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of the principles and practices of technical services; thorough knowledge of collection management and selection practices; considerable knowledge of technologies, equipment and facilities required in a modern library; considerable knowledge of community library needs
- (B) Skill in operation of listed tools and equipment
- (C) Ability to communicate and express ideas effectively both verbally and in writing.
- (D) Ability to work effectively and courteously with the public, colleagues, volunteers, and other individuals and groups.
- (E) Working knowledge of basic office procedures and computer competencies.

SOFT SKILLS REQUIRED

Ability to work as a part of a team

A positive attitude

Ability to be self-motivated

Ability to be flexible through changing circumstances

Ability to demonstrate a positive image in a professional manner

Commitment to HPL Workplace Values:

- We are kind
- We put patrons first
- We have fun
- We are encouraging
- We come to work ready to work
- We respectfully communicate expectations and openly receive feedback
- We remember we're all in this together

TOOLS AND EQUIPMENT USED

Integrated library system (ILS), Internet applications including but not limited to OCLC, iPage, and Z39.50, Office 365; copy, scanning and printing; phone; cash register; AV equipment.

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 the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, stand for long periods of time, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate such objects as library materials (books, DVD's, etc.) or tools such as computer equipment and other office machinery. The employee is frequently required to reach with hands and arms, stoop, kneel or crouch, such as during the shelving or retrieval of materials, and to climb or balance on step stools or other tools.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees must be able to recognize letters and numbers and read at a high school level or above.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately quiet. Dust levels are moderate to high because of numerous paper items.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.