

## **SHREVE MEMORIAL LIBRARY**

### **VACANCY NUMBER:**

10-HQ-1

### **Librarian II, Cataloging Librarian Full-Time**

**SUMMARY:** Under administrative supervision, this is responsible professional library work, which involves the application of professional library techniques and procedures in the Cataloging Department. Performs related and other work as required.

### **REQUIRED TRAINING AND EXPERIENCE**

Attainment of B.A. or B.S. from an accredited university/college; attainment of a graduate degree in Library and/or Information Science from an ALA-accredited university.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

Good knowledge of professional library principles and practices.

Demonstrated ability to: (1) handle both routine operations and long-range planning; (2) establish and maintain effective working relationships with the public and other staff; (3) supervise, train, and evaluate support staff; (4) schedule department staff and work flow for maximum effectiveness; (5) communicate effectively, orally and in writing, to groups and individuals; (5) use application software. Knowledge and experience with integrated library systems, especially SIRSI, is preferred.

### **GENERAL DUTIES**

- < Participates in work of the Cataloging Departments; may be acting department head in the absence of the department head or other staff.
- < Performs detailed, specialized work of copy and original cataloging of all formats of library materials; expected to use acquired specialized knowledge and skills in performance of library work.
- < Search all items against local database, verifying author, title, and other bibliographical information.
- < Identifies errors in database.
- < Responsible for organizing daily workflow.
- < Proofread output before making available to processors.
- < Coordinates with supervisor regarding major decisions
- < Performs other necessary duties as required.

### **PRESENT SCHEDULE [subject to change without notice]**

Monday – Friday: 8:00 a.m. – 4:30 p.m. (with 30 minutes unpaid lunch)

### **THE LIBRARY**

Shreve Memorial Library System is one of the largest public library systems in Louisiana, with twenty-one branches and one bookmobile. The library system has a combined holdings of 830,703 and an annual budget which exceeds \$13,000,000. Circulation for 2008 was 1,281,873. The library has a staff of 285 (72.5 FTE).

**BENEFITS**

12 days vacation/year (with increases every other year), 11 paid holidays/year + 1 personal day, 15 days sick leave/year. Medical, dental and life insurance; library pays 67% of employee's and dependents' insurance premiums. Excellent retirement system with the City of Shreveport. Tuition reimbursement available, after one year of employment. Good library support for continuing education and attendance at conference

**APPLICATION DEADLINE**

*Review of resumes will begin immediately and resumes will be accepted until the position is filled.*

**STARTING DATE**

*Position available April 1, 2010*

**SALARY**

*\$3254/month + benefits*

**CONTACT:** *A Shreve Memorial Library application must be submitted to be considered for a position; applications are available at all SML locations and at the library's website: [www.shreve-lib.org](http://www.shreve-lib.org). Send application, resume and three references to Jennie Paxton, Associate Director for Human Resources, Finance, and Administration, Shreve Memorial Library, P.O. Box 21523, Shreveport, LA 71120-1523*

*Contact Belverly White (318) 226-5874 or Grace Simmons (318) 226-4975, if you have questions regarding the position. A criminal background check and a drug screening are part of the pre-hire process. . We do not discriminate on the basis of race, religion, color, sex, age, national origin or non-job related disability. Our facilities are non-smoking.*

January 1, 2010