

SHREVE MEMORIAL LIBRARY

VACANCY NUMBER:

10-HQ-2

Librarian II, Serials Librarian

Part-Time, 20 hours/week

SUMMARY: Under administrative supervision, this is responsible professional library work, which involves the application of professional library techniques and procedures in the Acquisitions Departments. 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 Acquisitions Departments; may be acting department head in the absence of the department head or other staff.
- < Training in the use of the Serials module in SIRSI for 2010.
- < Manages the periodical selection and bid process: Collects the periodical selection lists from branch libraries by due date, sorts, edits and completes into one list for bid contract. Updates periodicals bid contract and bid specifications. Prepares bid documents for the City Purchasing Department.
- < Manages the direct order periodicals (newspapers and specific non-bid materials). Arranges for invoices and confirmation of purchases.
- < Examines continuation titles to determine their status as a serial or monograph. Examines catalog records and determines changes for each title.
- < Trains staff to perform check-in duties for MAIN using the Serials module software in SIRSI.
- < Performs other necessary duties as required

PRESENT SCHEDULE [subject to change without notice]

Monday – Friday: 8:00 a.m. – 12:00 noon

APPLICATION DEADLINE

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

STARTING DATE

Position available April 1, 2010

SALARY

\$18.78/hour + 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 . 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 **Peggy Evans**, Acquisitions Librarian (318) 226-5876 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.*