

JOB POSTING

Clinton-Macomb Public Library

Position: Full-time Cataloging Manager, 37.5 hours a week, including some evening and weekend hours.

This person is responsible for hiring, supervising, training and evaluation of cataloging staff. This person manages the department and is responsible for all tasks related to receiving and processing items added to the library's collections, and maintains an accurate inventory of the library's print and electronic holdings. This manager-level role collaborates with other library departments and staff and reports to the Associate Director/UX.

Salary: \$37,454 annually (\$46,775 current maximum based on a 10-step scale)

Benefits: Medical, dental, vision, short-term disability, long-term disability, and life insurance; sick leave, 3 weeks' vacation, standard holidays; 401A pension after one year.

Optional: 457B retirement plan and flexible spending account.

Primary Job Duties:

- Responsible for the management of the cataloging staff (hiring, quality control, scheduling, time card approval, performance reviews, emergency preparedness, and supervision)
- Provides expertise on acquisitions workflow (ordering, invoicing, importing records)
- Oversees serial acquisitions (ordering, linking, claiming)
- Develops workflows for cataloging (original and copy cataloging of both physical and digital titles and processing of all materials)
- Works with library vendors to manage material acquisitions.
- Provides leadership with current metadata and cataloging standards
- Evaluates effectiveness of catalog data and metadata for resource discovery (quality control).
- Manages special cataloging projects
- Prepares for emergencies and helps maintain a safe work environment
- Includes all aspects of the cataloging assistant position
- Performs related duties as required

Qualifications:

- High school diploma, equivalent or higher; college preferred
- Expertise with the Polaris integrated library system (ILS)
- Previous library experience desirable, especially with library classification systems
- Knowledge of cataloging rules, standards, and practices: to include MARC, RDA, OCLC
- Familiarity with editing MARC records; knowledge of acquisitions and processing life cycle.
- Able to adapt to changing procedures and situations
- Able to understand and carry out oral and written instructions
- Able to work independently and assume responsibility
- Good typing skills
- Good organizational skills
- Knowledge of English language, spelling and arithmetic

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Mental Requirements

- Is accurate
- Able to maintain confidentiality of library records and managerial matters
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with supervisors, co-workers and volunteers
- Able to interpret and follow policies and guidelines

Physical Requirements:

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
- Sufficient dexterity to neatly apply labels, RFID tags, dust jackets, tape, glue and other processing supplies as required
- Able to tolerate dust, mildew, and smells associated with materials
- Standing or sitting for periods of time
- Writing or typing to complete work forms

Dates: Deadline for applications: January 10, 2019 at 5 PM
 Interviews anticipated: January 14-17, 2019
 Decision anticipated by: January 21, 2019
 Starting date: February 4, 2019

Apply to:

Juliane Morian (jmorian@cmpl.org)
Associate Director/UX
Clinton-Macomb Public Library
40900 Romeo Plank Road
Clinton Township, MI 48038-2995

Candidates should submit a letter of application, a resume, and three references.

Items to submit (in a single PDF file):

1. Cover letter
2. Resume
3. Three references
4. Answers to the following questions on the following page of this posting
5. [CMPL Job application](#) (not required for current employees)

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1. As a manager, what techniques will you use to help your team deal with change?
2. Provide two examples of when you had to delegate a job – one when the task was managed well and one when it was not and your thoughts about both experiences.
3. What professional accomplishments or attributes would you hope to be recognized for on your annual review?

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position.

The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.