

Village of Menomonee Falls - Library

Position Description

Title: Cataloging and Reference Assistant
Department: Library
Reports to: IT Manager
Salary Grade: Grade 7– non-exempt; hourly

PRIMARY FUNCTION

Responsible for assisting Lead Technical Services Librarian in performing cataloging and adapting bibliographic records for Library materials. Provides reference services and works both adult/teen and children's reference desks.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Under the guidance of the Lead Technical Services Librarian, performs copy and original cataloging and adapts bibliographic records for print and non-print Library materials following Menomonee Falls Public Library and Bridges Library System policies and procedures.
 - Consider rules of AACR2, Library of Congress subject heading policies, DDC, MARC21, and RDA.
 - Provides reference service, readers' advisory, and guidance in locating and choosing materials
 - Provides basic instruction for the use of the Library, public access catalog, technology, and other Library resources
 - Assists with social media, publicity, and promotion of the Library and its services
 - Assists IT Manager with projects as needed
 - Other duties as assigned
-

MINIMUM REQUIREMENTS

- Bachelor's Degree or equivalent experience
- Prior experience with Library cataloging strongly preferred but not required
- Three to 12 months customer service or office experience; Library experience preferred but not required; or any equivalent combination of experience and training which provides the knowledge, skills, and ability to do the job.
- Proficiency with technology and computers. Able to learn and implement current and emerging technologies.
- Attention to detail
- Must be able to communicate effectively and work well in a team setting
- Ability to meet scheduled hours with rare absences including evenings and weekends as scheduled
- Ability to handle frequent interruptions in work and move among various tasks effectively
- Friendly and helpful manner appropriate to a position where constant public contact is involved and maintenance of good public relations is essential

- Ability to independently assist patrons in finding information and resources
-

Physical Requirements

- Ability to lift items weighing up to 50 pounds
 - Ability to push and pull wheeled book carts weighing up to 200 pounds
 - Ability to stand or sit for up to several hours at a time at a service desk
 - Ability to move freely about the Library assisting patrons in locating materials
 - Ability to reach and bend to add or remove items from shelves
-

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Village of Menomonee Falls. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

Approved by Library Board: 9/15/21

Effective date: 9/16/21