



Canton Public Library Job Posting

TECHNICAL PROCESSING ASSISTANT II

Are you detail-oriented? Do you want an environment of continuous learning and growth? Come work as a technical processing assistant at Canton Public Library.

CPL's technical processing team places orders, receives pre-processed items, and copy catalogues non-processed items. The work is high-paced, and varies from day to day. You will never be bored – and you will have the opportunity to help with programs and special projects if you choose.

SCHEDULED HOURS AND COMPENSATION

- Twenty to twenty-four (20-24) hours per week
- \$15.23-\$17.90 per hour
- Prorated vacation time, sick leave, and holidays

APPLICATION INFORMATION

If you are interested in joining our team, please submit a complete application packet to:

Marian Nicholson, Department Head – Business Services

Canton Public Library

1200 S. Canton Center Road

Canton, MI 48188

jobs@cantonpl.org

Application Deadline: 9:00 PM on Monday, June 12, 2023

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) received or postmarked by 9:00 PM on Monday, June 12, 2023 will be considered. Incomplete application packets will not be reviewed.

POSITION SUMMARY

Under the direct supervision of the Circulation Services Supervisor, the Technical Processing Assistant II is responsible for receiving, cataloging and preparing for circulation all formats of materials added to the library's collection, and completing the ordering process of library collection materials. The Technical Processing Assistant II assists other Circulation Services workgroups staff as necessary. The nature of the work may require evening and weekend hours. This is a regular part-time position and is non-exempt from overtime under FLSA guidelines.

PRIMARY DUTIES AND RESPONSIBILITIES

- Unpacks shipments of new library materials following established procedures.
 - Receives and reconciles packing slips/invoices.
 - Verifies and updates order information in library's automated system.
- Processes incoming items following established procedures and creates item records.

- Searches for MARC (machine-readable) bibliographic records for items added to the library's catalog. Edits records as necessary.
 - Creates original bibliographic records when needed.
- Assists in maintaining the quality of the catalog by updating/editing item records as needed.
- Assists in maintaining the quality of the physical collection by repairing materials as needed or requested by selectors.
- Places and maintains library material orders, as selected by librarians, in the bibliographic database, according to established procedures.
 - Contacts vendors to correct short shipments, damaged items, replacement parts, etc., when instructed by supervisor.
- Places direct orders with vendors when necessary and creates order records.
- Ensures the timely processing and posting of invoices for library material orders.

OTHER DUTIES AND RESPONSIBILITIES

- Assists in other Circulation Services workgroups as directed.
- Accepts special assignments or duties in support of the library's goals and objectives. Serves on workgroups/committees and participates in initiatives as assigned.
- Enforces library policies using a polite and professional approach and alerts appropriate staff member for assistance, completing interaction or incident reports as directed.
- Refers patron queries and issues beyond the position's scope of authority to the Circulation Services Supervisor, Department Head or Director, as appropriate.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contributes content as appropriate.

REQUIRED QUALIFICATIONS AND SKILLS

- Basic knowledge typically associated with the completion of a high school diploma and some formal training as a para-professional (post high school classes) or equivalent combination of education and experience.
- Familiarity with procurement of goods, particularly library materials.
- Proficiency with common office equipment and computer applications, including the Microsoft Office Suite. Efficient and accurate keyboarding and keen attention to detail.
- High-level verbal and written communication skills.
- Ability to work independently.
- Ability to coordinate own work with the work of others and to prioritize duties according to time requirements and workflow.
- Consistent display of public service attitude that reflects the library's values.
- Punctuality and dependability.

PREFERRED QUALIFICATIONS

- Associate's degree or equivalent combination of education and experience.
- Prior experience in a public library or comparable experience in procurement.
- At least one year of experience in cataloging, including:
 - Familiarity with MARC records and fielded data.
 - Familiarity with Innovative Interfaces Inc.'s Sierra automation system.

ESSENTIAL FUNCTIONS

- Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 40 lbs., and push carts weighing up to 200 lbs.
- Manual dexterity and visual acuity sufficient to grab, hold, and shelve materials and read small print on labels.
- Ability to communicate clearly and effectively, in writing and verbally.
- Ability to efficiently review, comprehend and produce a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively under stressful conditions in a fast-paced environment.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.