



Canton Public Library Job Posting

TECHNICAL PROCESSING ASSISTANT

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-two (22) hours per week
 - Monday-Thursday 1:30-6:00 PM
 - Friday 2:00-6:00 PM
- \$15.95-\$18.77 per hour
- Paid vacation accrual with one weeks' vacation available upon hire
- Annual sick leave allowance
- Paid holidays: nine official holidays plus three discretionary holidays and your birthday
- Employee Assistance Program (EAP), Stellar Staff Award program, Longevity Awards and an active Social Committee

APPLICATION INFORMATION:

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) received or postmarked by **9:00 PM on Monday, December 2, 2024** will be considered. Incomplete application packets will not be reviewed.

Submit complete application packets to:

Marian Nicholson – Business Services
Canton Public Library
1200 S. Canton Center Road
Canton, MI 48188
jobs@cantonpl.org

POSITION SUMMARY

Under the direct supervision of the Circulation Services Supervisor, the Technical Processing Assistant is responsible for receiving, cataloging and preparing for circulation all formats of materials added to the library's collection. 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.

OTHER DUTIES AND RESPONSIBILITIES

- Assists in other Circulation Services workgroups as directed.
- Accepts special assignments and serves on workgroups/committees in support of the library's goals and objectives.
- 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 Technical Processing Assistant's scope of authority to the Circulation Services Supervisor, Department Heads 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.
- 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 customer service environment.
- One year experience in cataloging.
 - Familiarity with MARC records and fielded data.
 - Familiarity with Innovative Interfaces Inc.'s Integrated Library 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 efficiently review, comprehend and produce a wide variety of materials in both electronic and hard copy form.
- Ability to communicate clearly and effectively, in writing and verbally.
- 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.