



| | |
|---------------------------|---------------------|
| <i>Posting ID</i> | 01 |
| <i>Posting Type</i> | Internal & External |
| <i>Posting Date</i> | 01/11/2022 |
| <i>Closing Date</i> | 01/24/2022 |
| <i>Number of Openings</i> | 1 |

Cataloguing Associate (Permanent, Full Time)

Wood Buffalo Regional Library (WBRL) is seeking a Cataloguing Associate to join our team!

Key Responsibilities and Duties:

- Perform original and copy cataloguing, including downloading and customizing records, in the integrated library system (ILS) using established cataloguing standards.
- Keep current on cataloguing standards and implement changes as directed by the Technical Services Manager.
- Maintain and update bibliographic records, item records, and authority records.
- Implement acquisition processes for all material formats, including but not limited to creating, downloading, and approving purchase orders, submitting material orders to approved vendors, receiving inventory, and verifying shipments against packing slips and invoices.
- Prepare and process items for collection, including but not limited to adding barcodes, labels, RFID tags, and mylar covers, and taping.
- Develop procedures and training materials (in a variety of formats) and provide instruction on technical services and cataloguing processes.

The Cataloguing Associate works collaboratively with colleagues and is dedicated to meeting WBRL's service goals.

Education and Experience Qualifications

Required:

- An Information Management/Library Technology diploma with significant course content focused on cataloguing.
- 2 years recent experience working in a similar library role, including responsibilities in cataloguing and acquisitions.

Considered an asset:

- Standard First Aid Certification.

Knowledge and Abilities

The successful candidate must demonstrate:

- Commitment to customer service excellence.
- Current knowledge of the Dewey Decimal System and public library organization.
- Current knowledge of and ability to apply cataloguing and classification standards, including but not limited to AACR2, RDA, and LC Subject Headings.
- Current knowledge of MARC format and proficiency with MARC Editor.
- Current proficiency in library technologies including but not limited to an Integrated Library System (ILS) and Z39.50 Search, and library vendor databases.
- Current knowledge of and ability to use technology including but not limited to computers and mobile devices, software (e.g. Microsoft Office and Google Docs), operating systems, and online applications.

- Excellent communication and interpersonal skills, including presentation skills.
- Ability to develop training materials in a variety of formats and deliver training to others at an appropriate level.
- Strong work ethic and level of personal accountability. Ability to be reliable.
- Ability to plan and prioritize tasks and manage projects, including financial management.
- Desire to learn, ongoing commitment to acquiring new knowledge and skills.
- Ability to identify and solve routine and atypical problems and facilitate appropriate resolutions.
- Ability to work productively and positively on a team.
- Ability to adapt in a dynamic work environment.
- Strong attention to detail.
- Commitment to creative solutions.

WBRL requires candidates to successfully complete pre-employment cataloguing and classification testing.

Physical Requirements

- Ability to perform a range of physical motions, including routine and repetitive bending, pushing, moving, and carrying library materials.
- Carrying and lifting up to 35 pounds.
- Ability to sit for extended periods.

Other Requirements

- Current, acceptable Vulnerable Sector Check conducted by the RCMP.

To view the full job description, please email workwithus@wbri.ca.

| | |
|--------------------|---|
| Schedule | 35 hours a week. Available to work during office hours, Monday to Friday between 8 am and 5 pm, and occasional evening and weekend work as required. |
| Hourly Rate | \$31.13 per hour. In addition to the rate of pay, we offer other attractive incentives including an extensive benefits plan and a cost-of-living allowance (\$480 biweekly). |
| Union | CUPE 2157-01 |
| Reports to | Technical Services Manager, Technical Services Department |

If you would like to apply for this position, please send your resume and cover letter to workwithus@wbri.ca. Please include Cataloguing Associate in the subject line. We appreciate the interest of all applicants. Only those individuals selected for interviews will be contacted.

In the event there are no qualified applicants, WBRL may, at its discretion, waive all or part of the education or experience requirements.