

Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

TECHNICAL SERVICES SPECIALIST- PART-TIME

DATE LISTED: January 17, 2025

CLASS TITLE / JOB TITLE: LIBRARY SPECIALIST III / Technical Services Specialist

LIBRARY: Wilkes County Public Library

CITY: North Wilkesboro, NC

STARTING SALARY/HOURS: \$ 13.66 per hour / 18 hours per week

STATEMENT OF DUTIES AND RESPONSIBILITIES

The Technical Service Specialist is responsible for cataloging and processing of library materials using regional and consortium standards. This employee performs a variety of technical and specialized functions in relation to the preparation of original bibliographic and item records for all library materials, as well as bibliographic record maintenance in a consortium-level database.

EXAMPLES OF WORK

1. Independently catalogs library materials according to Dewey Classification as indicated by ARL guidelines
2. Maintains library catalog by editing, adding and deleting bibliographic and item records as necessary
3. Modifies and creates bibliographic records in consortium-level database
4. Processes and prepares library materials for checkout
5. Generates reports needed by Technical Services team
6. Troubleshoots catalog/circulation system in the absence of TS Manager
7. Attends ARL staff committee meetings and NCCardinal cataloging meetings as required

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to deal tactfully, courteously, and effectively with the public and other employees
- In-depth knowledge of RDA, AACR2R, MARC, Library of Congress cataloging rules, Dewey Classification System, Library of Congress Subject heading and Genre classification systems
- Knowledge of general library operations and library technology
- Knowledge of the ARL Cataloging Standardized Practices
- Experience with various computer hardware and software applications; for example: variety of printers and scanners, Microsoft Word, and Microsoft Excel
- Ability to maintain concentration and attention to detail for prolonged periods of time
- Ability to prioritize tasks, manage detail, and work efficiently and accurately

EXPERIENCE, EDUCATION, AND TRAINING

Completion of two years of college and at least five years of library experience which included working with the public and using an automated circulation system

Completion of the NCCardinal Item Cataloging Assessment and NCCardinal Bibliographic Cataloging Assessment within three months of hire date

Return a Cover Letter and Resume via email to:

Brigett Adams

BAadams@arlibrary.org

CLOSING DATE: This position is open until filled.