



## CITY OF OREM

HUMAN RESOURCES

Office      Job Hotline      TDD      FAX  
229-7186    229-7170    229-7186    229-7306

### **ASSOCIATE LIBRARIAN - Cataloging**

**OPENING DATE: January 4, 2019**

**CLOSING DATE: Indefinite**

**DUTIES:** This is a para-professional position working under the direction of a Librarian or Library Division Manager. Responsible for performing professional, technical, and supervisory duties. Oversees daily operations in the Cataloging section of the library. Assists in establishing section and division goals and objectives. Assists in training and scheduling staff and volunteers. Prepares necessary records and reports. Performs other duties as assigned.

This posting is for the hiring of an Associate Librarian position in the Cataloging section. Preference will be given to applicants experienced in standard cataloging practices, including RDA, OCLC, and MARC format. Familiarity with LC subject and genre headings, and either LC or Dewey classification is expected.

**QUALIFICATIONS:** Requires a Bachelor's Degree from an accredited college or university in liberal arts. Requires supervisory experience and the ability to supervise the work of library employees and volunteers. Requires significant experience in a library environment. Seeking considerable knowledge of the liberal arts. Ability to communicate effectively orally and in writing. Knowledge of library techniques, methods, and procedures as an entry level professional. Skills in operating a computer and related technologies as applied to library and information science. Ability to deal appropriately with people in situations that may, at times, become confrontational, stressful or uncomfortable. Ability to manage numerous tasks and assignments at a time with frequent interruptions. Ability to be flexible and adapt to changing assignments and needs of the team. Ability to work independently and perform complicated tasks with minimal supervision, after appropriate training. Successful candidates will be required to pass a pre-employment drug screen and criminal background investigation.

**SALARY:** \$3,409.28 to \$5,113.92 per month depending upon qualifications. **SALARY WILL GENERALLY START AT THE LOWER END OF THE SALARY RANGE.**

**SCHEDULE:** Full-time, some evenings and Saturdays required.

**APPLICATIONS:** Those interested in applying are required to submit an application online at [www.orem.org](http://www.orem.org) or to the Human Resources Office. The position will remain open until filled. **ONLY THE INFORMATION ON OR ATTACHED TO THE APPLICATION WILL BE USED FOR SCREENING PURPOSES**

**THE CITY OF OREM IS AN EQUAL OPPORTUNITY EMPLOYER  
56 NORTH STATE STREET OREM, UTAH 84057**