



CITY OF SEATTLE

Catalog Librarian - Special Collections

SALARY:	\$29.55 - \$35.82 Hourly
LOCATION:	Central Library, 1000 Fourth Ave., Seattle, WA, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	The Seattle Public Library
BARGAINING UNIT:	AFSCME; Local 2083
CLOSING DATE	12/02/13 05:00 PM Pacific Time

POSITION DESCRIPTION:

The Seattle Public Library is Seattle's center of information and knowledge and one of the most popular and valued services in the city. The system, consisting of the iconic Central Library, 26 neighborhood branches and Mobile Library Services has a total collection size of 2.4 million books and other items. The Library's service priorities are Youth and Early Learning; Technology and Access; Community Engagement; Seattle Culture and History; and Re-imagined Spaces. Staff members are highly regarded by the public for their knowledge, caring and quality of service. They are committed to the Library's organizational values of respect, partnership, engagement, diversity, transparency and recognition. A strategic priority of the Library is to foster an internal culture of innovation. Encouraging and supporting employees' creativity, engagement, learning and development are essential leadership competencies. If you share those values and meet the qualifications, the Library invites you to apply for this position.

The Catalog Librarian for Special Collections is responsible for the bibliographic records for all materials in the department's collections. The incumbent will produce new records and update older records to the standards set by the Technical and Collection Services Department. The collections in the Special Collections department include print materials of currently published works, print materials from the beginning of the Print Age, archival materials, rare books, photographs, artwork, ephemera, as well as records for born-digital materials and digital surrogates. This position reports to the Manager of Special Collections.

This position is a member of the Special Collections team and provides reference services in both local history and genealogy. The Hugh and Jane Ferguson Seattle Room provides services 6 days a week to a highly engaged multi-cultural, multi-generational community of researchers working on all aspects of Seattle's history. The Genealogy Desk bustles with activity when the Library is open providing a wide range of assistance with family history research. The successful candidate will have a proven track record of providing exemplary customer service using both print and electronic resources; having experience with digital collections software, by conducting and attending online meetings, instruction/classes, being creative and assertive in adult programming and outreach; understanding and supportive of school aged researchers; and confident and tactful in reinforcing the Library's Rules of Conduct.

JOB RESPONSIBILITIES:

- Catalog and classify original materials acquired in all formats each of the collections in the department to adhere to national standards.
- Review, evaluate and correct external records to align with internal practice.
- Lead or contribute to special cataloging projects for the department as assigned.

- Provide maintenance of bibliographic and authority records as needed.
- Remain current with trends and issues in cataloging and bibliographic control as they pertain to materials in Special Collections.
- Participate in the development of bibliographic records for digital collections (surrogates and born-digital)
- Participate in the preparation and maintenance of information about preservation and conservation needs and actions for department collections.
- Participate in reference services assignments in the department as assigned.

QUALIFICATIONS:

- Must have an MLS from an ALA-accredited library school, or Washington State Certification as a Librarian.
- Minimum one year of professional librarian experience or equivalent in cataloging and authority control with emphasis on cataloging special collections.
- Minimum two years professional librarian experience or equivalent providing information services to the public.
- Candidate must possess excellent interpersonal communication, problem solving, customer relations and teamwork skills; and the ability to demonstrate a positive and enthusiastic commitment to public service.
- Demonstrated experience in public speaking and formal writing skills.
- Demonstrated experience, education and/or knowledge of Pacific Northwest history.
- Experience with digital collections software, preferably ContentDM.
- Understanding, training and/or experience with various metadata management and schema including Dublin Core, METS (Metadata Encoding and Transmission Standard, MIX (Metadata for Images in XML Standard), MODS (Metadata Object Description Schema, PREMIS (Preservation Metadata : Implementation Strategies and OIS (Open Archival Information System)
- Demonstrated experience presenting to medium size audiences and/or providing training in workshop settings including preparation of supplemental materials using PowerPoint or related software.
- Demonstrated ability to work collaboratively using in person and virtual tools including delivering reference services with colleagues.
- Must have a strong commitment to intellectual freedom.

Desired Qualifications:

- Training and/or experience in rare book curatorship.
- Master's degree or equivalent in related subject field.
- A sense of humor is always appreciated.

ADDITIONAL INFORMATION:

To be considered all candidates must complete the application, supplemental questions, cover letter and resume. This position closes 5:00 p.m. Monday, December 2, 2013. The most competitive candidates will be invited to participate in the formal interview process which includes the qualifying interview for the adult services librarian. The projected start date for this position is January 6, 2013.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #IC #40-13

<http://www.seattle.gov/jobs>
CATALOG LIBRARIAN - SPECIAL COLLECTIONS
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088



Careers@seattle.gov

The City is an Equal Opportunity Employer that is committed to diversity in the workplace. The City is a Drug Free Workplace.

Catalog Librarian - Special Collections Supplemental Questionnaire

- * 1. Do you possess a MLS from an ALA-accredited library school or Washington State Certification?
- Yes No
- * 2. Do you have at least two years of experience as a professional librarian providing informational services to the public?
- Yes No
- * 3. Do you have at least one year of professional experience in cataloging and authority control?
- Yes No
- * 4. Have you been employed in a public library for at least one year?
- Yes No
- * 5. How many years have there been between the present and your last job providing informational services as a professional librarian in a public library.
- N/A
 0 - 2
 2 - 5
 5 or more
- * 6. Do you have two years of experience presenting to medium size audiences or providing training in workshop settings?
- Yes No
- * 7. How many years of experience do you have applying knowledge of OCLC, AACR2 cataloging rules and DDC classification?
- N/A
 0 - 2
 2 - 5
 5 or more
- * 8. Have you ever cataloged digital formats?
- Yes No
- * 9. Describe your level of experience using automated library systems and Internet resources and relevant software applications.
- None
 Use them infrequently
 Experienced
- * 10. Do you have experience with serial records?

Yes No

* 11. Describe the depth of your knowledge of Pacific Northwest history.

- No knowledge
- Superficial
- Experiential
- Scholarly

* 12. Do you have experience or training in applying metadata to special collections?

Yes No

* Required Question