

# **Pennsauken Free Public Library**

## **Internal Job Description**

**Internal Job Title:** Systems Librarian

**Civil Service Title:** Librarian 1

**Department:** Technology Services

**Summary:** The Pennsauken Free Public Library is seeking a dedicated, friendly, energetic individual to join our Technology Services Department. The position of System Librarian is responsible for the creation, maintenance, and enrichment of metadata representing the library's digital, physical, and virtual collections. The System Librarian manages the library's cataloging and workflows (including quality control of bibliographic records, overseeing training of technical services staff in cataloging standards, and cataloging special collections materials, and original RDA cataloging) as well as maintaining the library's integrated library system, and electronic resources.

**REPORTS TO:** Director

**EVALUATION:** At a minimum, the Director will conduct an annual evaluation of the individual's ability to perform professional responsibilities and duties competently and to meet professional, ethical standards. This evaluation will be based on mutually-developed Annual Goals and Objectives.

### **Qualifications:**

- Master's Degree in Library/Information Science (or currently in progress) from an American Library Association-accredited college or university.
- Ability to manage multiple projects, set priorities, meet deadlines, work quickly and accurately, maintain confidentiality and follow directions in an ever-changing environment.
- Strong customer service and excellent oral and written cross-cultural communication skills.
- Excellent organizational skills and the ability to work independently and be self-directed.
- Strong analytical and critical thinking skills.
- Strong commitment to public service and the ability to work well with diverse patronage.
- Ability to be tactful and courteous with the general public, in person and on the phone, and to maintain professional and effective working relationships with other library staff.
- Prior experience in cataloging, electronic resources, and/or database maintenance experience.
- Intermediate to advanced knowledge of Microsoft, Apple, and Android Operating Systems; Microsoft Office; Adobe products; Google Drive; various web browsers and email clients; virtual chat clients; video conferencing software; ability to troubleshoot hardware and software; aptitude for learning new and emerging technologies.
- Aptitude and ability to conduct research, recommend and implement specialized library information systems.
- General knowledge of library workflow such as circulation, cataloging, acquisitions and interlibrary loan.
- Considerable knowledge of the theories, concepts, principles and techniques of librarianship for technical and reference services.
- Familiarity with library metadata schema including MARC, RDA, as well as

awareness of linked data models.

- Experience with collection development, reference databases, online reference sources, computer instruction and workforce development.
- Excellence in current and emerging library services and technologies; and ability to consult with others on these topics.
- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### **Preferred Qualifications**

- Experience in coordinating and implementing special cataloging projects and managing metadata, born-digital and digitized objects.
- At least 2 years of experience with automated library systems, preferably Koha.
- Experience with relational databases and strong SQL query writing skills.
- Familiarity with software tools for collecting, analyzing, reporting, and visualizing data.
- Knowledge of organizational, descriptive, structural metadata standards and best practices, such as RDA, MARC21, Z39.50, thesauri, and controlled vocabulary.
- Proficiency in a second language, preferably Spanish or Vietnamese.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift, transport and/or move objects weighing up to 25 pounds. Anything greater may require two-person assistance.
- Must be able to reach or bend to retrieve materials on low or high shelves.
- Must be able to grasp a barcode scanner for extended periods of time.
- Must be proficient in the use of the computer keyboard.
- Specific vision abilities required by this job are close vision and the ability to adjust focus.
- Ability to sit on the floor or remain standing for extended periods of time.
- Light to moderate physical effort and stamina required for assigned travel and for attendance at relevant meetings.

### **Responsibilities** include, but are not limited to:

- Selecting materials to add to the Library collection based on varied criteria and methods of evaluation under the direction of the Library Director.
- Supervising processing and cataloging of all materials and supplies.
- Preparing and maintaining reports and statistical data to assist in evidence-based decision making.
- Providing customer-focused Information/Internet desk services including but not limited to answering general and complex patron questions, technology assistance, catalog inquiries, stack navigation, online resources assistance and reader's advisory services.
- Assisting in the management of and the filling of requests for the interlibrary loan system. Supervising, locating, and preparing requested material for both borrowers and lenders and other media for delivery.
- Evaluating online resources in terms of content quality, functionality and user interface issues.
- Collaborating with respective colleagues to develop, maintain, and document cataloging policies, goals, training materials and procedures for record format specifications; quality control; importing/exporting, batch data processing, and integrating records from multiple sources in bibliographic and non-bibliographic schema

- Performing original and copy cataloging for library materials in all formats, including books, serials, audio-visual, and digital assets following RDA, FRBR, Dewey Decimal Classification and subject headings, and non-MARC metadata related formats; compiling and analyzing annual cataloging statistics.
- Developing, coordinating, and performing a variety of database maintenance tasks, including automated and batch processing in various information and library systems.
- Innovating, coordinating, implementing and/or participating in any library projects/initiatives related to electronic resources, metadata, and born-digital/digitized collections; managing the library's collections of electronic resources, such as online indexes, full-text databases, portals, and aggregators of electronic journals, books, and digitized content.
- Mentoring, training and supervising staff, volunteers and interns in best practice in cataloging and integrated library system workflow.
- Serving as the library's liaison to local library consortia, and Integrated Library Service vendor.
- Maintaining knowledge of and engaging in continuous professional development to keep up with current and developing standards and practices for metadata, cataloging and significant topics and trends in the field.
- Ensuring all policies and procedures of the Pennsauken Free Public Library are followed.
- Assisting with maintaining a clean, welcoming, safe and friendly atmosphere while providing patrons with outstanding customer service.
- Serving on library committees and attending library meetings and staff development activities as requested.
- Assisting with special projects as required.
- Performing other duties as assigned by the Director.

**License:**

Appointees are required to possess a valid license as a Professional Librarian issued by the New Jersey Department of Education.

**Compensation:**

**Salary Range:** \$38,000 - \$41k, plus full benefits.

**Hours:** 35 hours per week, including evening and weekend hours. Flexibility is necessary to meet the operational needs of the Pennsauken Free Public Library.

This is a Civil Service non-competitive position. The full job description can be found at <https://info.csc.state.nj.us/jobspec/74082.htm>

**To Apply:**

Please email your resume and letter of interest in PDF format to [admin@pennsaukenlibrary.org](mailto:admin@pennsaukenlibrary.org). Please add "**Systems Librarian**" to the subject line.

Pennsauken residency is not required, but qualified Pennsauken Township residents will be given first preference.

You may also submit your resume and letter of interest at the library's Administrative Office. Review of applications will begin immediately and continue until the position is filled. For more information, call (856) 665-5959 ext. 5.

**Note:** This job description describes a general category of jobs. In order to meet the needs of the Pennsauken Free Public Library or its departments, employees may be assigned other duties in addition to, or in lieu of, those described above, and any duties are subject to change at any time.

The Pennsauken Free Public Library is an Equal Opportunity Employer. Applicants must comply with the [“NJ First Act.”](#)

In compliance with the Americans with Disabilities Act, the Library will review any reasonable request for accommodation to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

<https://www.indeed.com/jobs?q=systems+librarian&start=10&pp=gQAPAAAAAAAAAAAAAAAAB9npZvQAqAQA4UkWO7d55MK1yQSc7f3eQ0HsKuWfDAKHrvEo9IZtGYYg1QTeIP-yUAAA&vjk=3a80fdeb0e55ad81>