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**JOB POSTING
OFFICE OF HUMAN RESOURCES
December 4, 2018**

POSITION: Library Evening Supervisor/ Cataloger
DEPARTMENT: Library
DIVISION: Academic Affairs
HOURS: Full-Time, Monday-Friday, 3:30 p.m. to 11:00 p.m.

Reporting to the Library Director, the Library Evening Supervisor/Cataloger oversees all library operations during the evening and late night hours. In addition, this full-time, 35 hours per week position encompasses supervising student workers, cataloging and processing print materials, and assisting with transcription and closed captioning of College-produced videos. This position is required to work until closing when classes are in session, to include extended hours during the final exam period, and to work daytime hours during the weeks when classes are not in session.

ESSENTIAL JOB FUNCTIONS:

- Monitors the main library circulation desk and Library Commons activity in the evening.
- Catalogs print and electronic library materials, and archival materials in multi formats, using Library tools and national standards as set forth in (but not limited to): AACR2, OCLC, LCSH, MESH, LC and NLM Classification, RDA, and MARC formats.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Assists library users at the main circulation desk in person, via email, or telephone.
- Provides ready reference services as needed.
- Assist library users in operating computers, printers, and software.
- Supervises and trains student workers to ensure that policies and procedures are carried out in a standard and consistent manner.
- Oversees troubleshooting and paper resupplying of library printers.
- Upon occasion, may be asked to assist in processing interlibrary loans by retrieving materials, photocopying materials, sending paper or electronic documents, and documenting transactions.
- Catalogs (original and copy cataloging) print, electronic, and archival materials utilizing recognized library tools and standards.
- Inputs bibliographic records, assigning call numbers and subject headings to library materials in an integrated library system (ILS) using OCLC Connexion and SirsiDynix.
- Repairs library materials whenever possible.

- Keeps accurate statistics.
- Keeps reserve shelves and files in order.
- Direct tasks related to closing the New York Chiropractic College Library.
- Responsible for building security and for handling emergencies.
- Participates in service training programs as appropriate and/or required.
- Participates in staff meetings and various collaborative teams as needed.
- Edits transcriptions of close captioned videos as needed.
- Other library duties as assigned.

WORKING ENVIRONMENT AND CONDITIONS:

Physical and intellectual ability to sort, and shelve library materials. Ability to communicate with patrons and co-workers, and maintain patron and information records. The employee must be able to move, shelve and retrieve library materials from high and low settings. Requires stooping, bending, stretching, pushing cartloads of books, supplies, etc. up to 40 lbs., and lifting up to 25 lbs. of books.

Perform assigned duties in a clean, ventilated, lighted and temperature-controlled office environment. Perform duties in a positive, professionally growth-based environment.

QUALIFICATIONS REQUIRED:

- Bachelor's degree.
- Knowledge of the structure and requirements of online integrated cataloging systems.
- Must be familiar with AACR2, OCLC, LCSH, MESH, LC and NLM Classification, RDA, MARC formats and other national standards.
- Recent supervisory or managerial experience.
- Ability to balance multiple tasks and set priorities independently.
- Prior library or closely related experience in a public service setting.
- Aptitude with computers and media equipment and for learning new software.
- Service orientation, good communication skills.

QUALIFICATIONS PREFERRED:

- Familiarity with search strategies used in bibliographic databases, online catalogs, and the Internet.
- Cataloging experience working in a library.
- Experience with SirsiDynix.
- Training experience.

If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sbowman@nycc.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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