

## EDISON TOWNSHIP PUBLIC LIBRARY

**Position Title:** Juvenile Collection Cataloger/Reference Librarian Part Time  
**Reports To:** Principal Librarian/Supervising Librarian, Library Director, Assistant  
Library Director

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### PURPOSE OF POSITION

The Juvenile Collection Cataloger works with Children's Librarians to develop a plan for Juvenile collection development. Implements procedures which result in a juvenile collection that meets the needs of Edison Township Public Library users. Responsible for providing a variety of professional library services to the general public in a specific library area or function such as Reference. May be responsible for directing the work activities of nonprofessional level employees.

### ESSENTIAL FUNCTIONS

Actual responsibilities may include some or all of the functions listed, and will vary with the particular assignment.

Catalog and process library materials.

Make decisions regarding classification of materials.

Search SmartPort and OCLC for complete records.

Submits Juvenile Book orders previously selected by Children's Librarians.

May serve as the librarian-in-charge in the absence of a higher level professional librarian, assists patrons with any questions or problems they may have with library procedures or specific situations.

Explain use of reference sources to the patrons.

Recommend various library materials to patrons to assist them in their use of the library.

May design, deliver, and evaluate the effectiveness of various programs presented by the library, e.g. reading programs, tours, or special presentations.

Reviews and recommends books, tapes, or periodicals to add to the library collection.

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### **ESSENTIAL FUNCTIONS - (contd.)**

11. Review library collection and recommends material to be removed from circulation.
12. Compile various statistics as required by the branch or unit.
13. May design and set up displays and exhibits for various library programs.
14. May prepare public relations material, and may represent the library by giving talks or making presentations.
15. Attend professional seminars, conferences and workshops to expand knowledge of library field.
16. Contribute to the effective team management of all relevant issues, challenges and opportunities.
17. Perform other duties as assigned.

### **MARGINAL FUNCTIONS**

Marginal functions will vary with the specific assignment, and depend on the particular unit of function for which the person is responsible.

### **MINIMUM QUALIFICATIONS**

A Masters Degree in Library Science. A professional Librarian's certificate issued by the New Jersey Department of Education. Experience in juvenile book selection, collection development, and cataloging.

### **SPECIAL SKILLS**

Professional knowledge of the theories, objectives, principles and techniques of librarianship acquired through college and advanced level study. Ability to work in a team environment with accuracy, efficiency and an attention to details. Has basic computer and typig skills, sufficient to use library equipment. Strong interpersonal and communication skills.

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**PHYSICAL/MENTAL/ENVIRONMENTAL**

Physical -	Sit: 20 - 50% Walk/Stand: 20 - 50%	Drive: Must have driver's license. Body Movements: Bending and reaching, sometimes uses a ladder. Lifting: Small number of books, periodicals, or other library material.
Mental -	Interpret, analyze and problem solve.	
Environmental -	Normal office environment.	
Salary:	\$29.03 per hour	

To apply: Please email your cover letter and resume to Fran Bar-Eli, [fbareli@lmxac.org](mailto:fbareli@lmxac.org), please include position title in the subject line