



CATALOGING AND REFERENCE ASSISTANT (Part-Time)

Upper Merion Township, located in King of Prussia, PA is looking for reliable, customer service oriented, and organized **Cataloging and Reference Assistant** who will report directly to the Head of Children's Services. The successful candidate will work within MCLINC standards to catalog new library materials for the Children's Department with close attention to detail.

The duties of the **Cataloging and Reference Assistant** include (but not limited to):

- Assigns call numbers for print and media materials.
- Uses MCLINC linking standards to add item records to the database.
- Performs copy and original cataloging of library materials in compliance with MCLINC guidelines, policies, and practices.
- Utilizes professional cataloging tools to assign call numbers, subject headings, and other descriptive information to library materials.
- Participates in shelf-reading and general stack maintenance.
- Participate in collection inventories and all aspects of collection management.
- Ability to work evening or weekend hours to fill in for staff absences.
- Performs other duties as assigned.

Position Requirements:

- High school diploma or equivalent required, college degree preferred.
- MCLINC cataloging certification preferred.
- Strong attention to detail.
- Strong computer skills.
- Must be able to work with children and adults in a personable and professional manner.
- Pennsylvania State Police Request for Criminal Records Check.
- Department of Public Welfare Child Abuse History Clearance.
- Federal Criminal History Record Information.

Hours Needed:

10 hours per week (Flexible schedule) and rotating Sundays.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting https://www.umtownship.org/?wpfb_dl=3158 and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. Applications will be accepted until position is filled.

Equal Opportunity Employer