



INTENT TO EMPLOY

Posting Date: August 22, 2018

Closing Date: September 19, 2018

DEADLINE EXTENDED

POSITION: Library Database/Catalog Specialist

POSITION AVAILABLE: October 2018

REQUIRED QUALIFICATIONS:

- Bachelor's Degree from an accredited institution in a library, technology, or related field
- Three years of experience in database management or library cataloging
- Effective written and oral communication skills

PREFERRED QUALIFICATIONS:

- Experience with Innovative Interfaces Millennium system (or equivalent academic library system) in an academic library setting
- Specialized technical skills in use of OCLC/Lyris procedures and equipment
- Knowledge of MARC metadata forms, bibliographic and authority records, general database structure

SALARY SCHEDULE PLACEMENT: Range of \$39,397 - \$53,683, based upon the Alabama Community College System Salary Schedule E3-3 to be determined by the applicant's education and years of applicable experience. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in the application packet.

DUTIES AND RESPONSIBILITIES:

- Manage the library database, including but not limited to:
 - a. Coding of item types and statistical classes
 - b. Retrieving information from computer databases
 - c. Preparing related reports
 - d. Creating and managing database tables and forms
 - e. Sorting and updating records in relational databases
 - f. Maintaining and monitoring of library database/catalog including running regular error reports
 - g. Correcting cataloging errors and resolving difficult conflicts involving appropriate entries
 - h. Transferring and loading vendor files to the local ILS
 - i. Helping to customize databases, views, and related technology
- Perform original and copy cataloging of all formats of library materials to facilitate their identification, access, and use
- Supervise all technical processing and physical preparation and repair of books for shelving (i.e., creating and applying labels)
- Interpret and apply Library of Congress subject headings, the Library of Congress Classification System, the Dewey Decimal System, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials
- Maintain authority records and perform needed authority work in the database, including name, subject, and series authority control and performing any subsequent database clean-up required
- Provide library services in the day and evening on any instructional site of the College

- Serve as the primary contact for technical services with the library catalog system vendor and electronic resources vendors to help resolve technical issues
- Develop, when necessary, documentation and guides to assist faculty, staff, and students with use of catalog resources
- Provide basic assistance to students and faculty in the use of the library
- Cover public service library positions as needed
- Demonstrate effective communication skills, customer service skills, and work ethics
- Participate in institutional and departmental planning and assessment processes
- Participate in annual planning and evaluation sessions in support of the College's vision, mission, and institutional goals and objectives
- Participate in college events and functions
- Participate on division/college committees, teams, and task forces
- Comply with policies of the Alabama Community College System and the College
- Serve on College committees as required
- Participate in professional development, compliance, and other training activities as required
- Perform other duties as assigned by supervisor

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense.

APPLICATION REQUIREMENTS: A completed application packet consists of:

- ✓ A cover letter of application specifically detailing and relating the applicant's education, and experience to the qualifications, duties, and responsibilities of the position
- ✓ A hand signed Shelton State Community College employment application
- ✓ A current resume
- ✓ A copy of all postsecondary transcript(s) identifying the applicant, institution, and verifying degree(s) earned. If employed, all official transcripts must be received in the Office of Human Resources prior to the employment start date.

Application materials must be mailed or hand delivered to:

Office of Human Resources
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL 35405

No faxed applications will be accepted. If you have questions, please call 205.391.2272.

APPLICATION DEADLINE: The deadline for submitting all application materials to the Office of Human Resources is **September 19, 2018 at 5:00 p.m.** Incomplete or late application packets will eliminate the possibility of an interview.

IMPORTANT – PLEASE READ CAREFULLY
WORK EXPERIENCE VERIFICATION:

Meeting Minimum Requirements: For all positions on Salary Schedules B, C, D, and E, any applicant selected for an initial interview must provide written verification(s) of work experience demonstrating that the applicant meets the minimum work experience requirement for the position. **This information is not required prior to the application deadline but must be produced by the date of the initial interview. Noncompliance will preclude the applicant from being considered for a final interview.**

Verifications must be in the form of employment verification letters and must include employment dates and job title, be on official letterhead, and contain an authorized personnel signature. If an employment verification cannot be obtained due to a legitimate reason, for purposes of meeting minimum requirements an applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. Work experience verification from current employer may, upon request, be delayed until an official offer of employment. Applicant must make this request in the form of a statement on a separate document.

Salary Calculation: For all positions on all Salary Schedules, the applicant that is selected for the position must provide written verification(s) of all work experience in public education in Alabama and all other work experience that directly relates to the requirements of the position, if such experience is to be considered in determining initial Salary Schedule placement. Verifications should be in a format that details complete employment dates, job titles, and job duties. Such verifications generally must be on official letterhead and contain an employer’s authorized signature. Other forms of verification that may be considered include appointment letters and contracts; however, pay stubs, or W-2 forms may be insufficient for salary calculation purposes. Any offer of employment at a salary step greater than zero (0) is contingent upon production of this documentation within fifteen (15) days of the offer.

EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.