



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840

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INTERNAL EMPLOYEE JOB POSTING

Title: Cataloguer
Status: Permanent Full Time
Department: City Library
Union: Lawrence Public Library Employees' SEIU Local 888
Salary: Salary \$ 32,284.77 - \$36,464.61 (To be paid in bi-weekly Installments)

Duties: Reporting to the Head of Technical Services, the position is responsible for managing the catalog of materials at the City of Lawrence Library and its branch. Inputs data about materials into electronic catalog to ensure users can locate books, serials, films, or other documents. Prepares bibliographic and item records for monographs, journals and other library material.

Qualifications: Associates degree and professional/practical library experience in public, academic or research library utilizing traditional and new library systems and techniques; knowledge of cataloging practices and procedures and knowledge of library automated systems. Must be familiar with computers, Microsoft and Apple software and automated library systems.

Posting Date: March 13, 2017

Deadline: Until Filled

Appointing Authority: _____


Daniel Rivera, Mayor

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE
The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on the case-by-case basis.