Job Announcement  
December 17, 2018  
North Bend Public Library  
Cataloging Specialist  
Closing Date: January 14, 2019

The North Bend Public Library seeks a full-time Cataloging Specialist. This position requires a high level of computer and technology literacy, working knowledge of Koha or other integrated library systems software, working knowledge of MARC records and cataloging standards, and the ability to quickly learn materials database maintenance procedures. Other desirable skills include efficient time management and a high level of accuracy and attention to detail. The Cataloging Specialist catalogs new acquisitions in all formats, assists with maintenance of the library’s materials database, and assists with inventory and other collection maintenance functions. Additionally, the position performs general duties at the circulation desk and assists patrons using the library’s computers and electronic resources. Excellent communication and customer service skills are required. Please read the job description for more details.

Schedule: Full time 40 Hours are varied with day; some evening and weekend hours.

Salary from $15.21 per hour, dependent on qualifications.

High school diploma/equivalent GED certificate required. Master’s Degree in Library Science from an accredited American Library Association school, professional experience in the areas of technical services and cataloging, and knowledge of public libraries preferred. Must be able to carry, lift, and move 10 to 50 lbs.

How to Apply:  
Please read the job description carefully and submit the following:
- Completed City of North Bend Application for Employment
- City of North Bend instruction letter
- Cover letter and current resume

The complete application packet is available at the following locations:
- Online at: [http://www.northbendoregon.us/jobs](http://www.northbendoregon.us/jobs)
- North Bend Public Library, 1800 Sherman Ave., North Bend, OR
- City Recorder Rene Collins at 541-756-8529 rcollins@northbendcity.org

For documents submitted electronically, please use Microsoft Word or PDF format.  
Submit completed City of North Bend application packets by 5:00 pm Monday, January 14, 2019 to:
City Recorder Rene Collins, PO Box B, 835, California Street, North Bend, OR 97459; or rcollins@northbendcity.org  
Incomplete packets will not be accepted.

The City of North Bend is an Equal Opportunity Employer. A preference will be given to qualified veterans who apply for this position pursuant to ORS 408.225 to 408.238.