Requisition#  03025
Title   Librarian II – Technical Services
Department  Chester County Library
Location   450 Exton Square Parkway, Exton, PA

This full time position is responsible for cataloging materials in a variety of formats and
assisting in the maintenance of the online catalog for the 18-library Chester County Library
System. Job tasks include: online editing of bibliographic records from SkyRiver; creating
original catalog records when necessary; adding items to existing records in the online
library database; adding and cataloging eMaterial records; and assisting in maintaining the
quality of the library database by verifying and using standard forms of headings and by
correcting errors and inconsistencies.
This position requires an ALA accredited Master’s degree in Library Science, an ability to
obtain a Pennsylvania Professional Librarian Certification, and at least one year of job-
related experience. Knowledge of national cataloging standards and sufficient general
knowledge to be able to catalog materials in a broad range of subject areas are preferred.
The person in this position must have excellent verbal and written communication skills as
well as strong time management skills.
All library positions require the following criminal background and child abuse clearances:
Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History
Clearance from the Department of Human Services (Child Abuse); and Fingerprint based
federal criminal history submitted through the Pennsylvania State Police or its authorized
agent (FBI).
The Librarian II Cataloger provides both original and copy cataloging records in a variety of
formats and across departments. This position may also oversee assigned cataloging
projects.

Position Type
Full-Time/Exempt
EOE

Salary Information
$53,009.32 Annually;
Full County Benefits

Hours
8:30 AM to 4:30 PM, Monday through Friday

Weekly Hours
35

Deadline
Applications will be accepted until position is filled

To apply go to www.chesco.org and click on Employment.