



American Samoa Community College
Student Services Division – Library Services Department
EMPLOYMENT OPPORTUNITY

Position Title: Cataloger
Employment Status: Full Time 12 months (Career Service)

General Description:

The American Samoa Community College (ASCC) Library is seeking an energetic and innovative individual to serve as a Cataloger. He/she will provide expertise in the management of cataloging, and the maintenance of bibliographic records, and will report to the Director of the Library-Learning Resource Center.

Responsibilities and Duties:

Administrative

- Maintain access to the Library Collections of the UH Manoa Library and University of Guam Library, the two Libraries with an MOU with the ASCC Library, for consulting on their collections and digital sources
- Supervise and train Library staff in collection developments efforts
- Maintain the established territory-wide union cataloging system
- Maintain and update the OPAC (Online Public Access Catalog) and report access trouble when it occurs
- Work with the Library Director on project planning and implementation
- Assist Library Staff in times of need, especially during busy hours
- Locate books owned by other University and College Libraries worldwide as listed on World CA, Book Where, or other bibliographic tools

Technical

- Attend a computer training to assist Librarians with professional development workshops
- Will involve the original cataloging, and copy cataloging utilizing Follett software.
- Catalog print and non-print materials using standard catalog rules and formats in an automated environment, and serve as a resource person for cataloging quality control

Reporting

- Report to and work under the supervision of the Program Director of Library Services

Minimum Qualifications:

- Bachelor's degree in Library Science or a related field
- Three (3) years of experience of Cataloging or direct field
- Working experience using the Follett software system
- Excellent organizational and time management skills
- Ability to communicate clearly and effectively
- Ability to adapt to evolving Library procedures, priorities and information technologies
- Ability to consistently apply cataloging rules and standards
- Experience with collection development

- Proficiency in computer and internet use

Preferred Qualifications:

- Master's degree in Library Science or a related field
- Four (4) years of experience in direct field

Salary: Minimum: GS 13/01-03: \$35,412.00 - \$37,492.00 per annum
Preferred: GS 14/01-03: \$45,564.00 - \$47,904.00 per annum

Application Deadline: June 9th, 2023 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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