Invites applications for the following position(s):

COMPETITION NUMBER: 670  
C.U.P.E. Local 3338 – Continuing Position  
LIBRARY ASSISTANT, GRADE 8  
LIBRARY – CATALOGUING  
POSITION NUMBER: 833

POSITION OUTLINE:
Constructs or creates, edits and maintains bibliographic, item, authority and other records in the library catalogue and other databases to enable library users to access library materials and to contribute records to national and international bibliographic databases. Constructs records for all types of materials including sound recordings, multimedia and games. Performs cataloguing and related authority work for, and corrections to, the library catalogue database. Assists others in the division with queries regarding cataloguing procedure and policy. Assists with training new Cataloguing Assistants. Assists with technical tasks such as evaluating batches of machine readable cataloguing (MARC) records. Works with spreadsheets and databases to analyse, revise and load data. Also assigns metadata, helps organize database maintenance and completes various projects. Performs other duties and responsibilities consistent with the job description and classification on request.

QUALIFICATIONS:
- **High school graduation and two years of post-secondary education in Library Technician Program or formal certificate/diploma program equivalent.**
- **3 year of related experience.**
- Demonstrated ability to complete original cataloguing (description and subject analysis) of material in all formats using MARC, AACR2 and RDA, LCSH, LCCS, CCS.
- Ability to use spreadsheets, databases, and word processing software at an advanced level (e.g., creating macros).
- Ability to create and update records in a variety of databases with efficiency and a high degree of accuracy.
- Excellent organizational skills.
- Good interpersonal and oral communication skills.
- Ability to use databases and computerized library systems (e.g., Innovative Interfaces III system, OCLC Connexion, Contentdm, and other local bibliographic and content management systems) with an advanced understanding of system capabilities.
- Ability to provide training to new Cataloguing Assistants in all job functions.
- Knowledge of tools, online services and simple computer scripting for manipulating MARC records (e.g., Perl, MarcEdit, etc.).
- Knowledge of various standards for encoding bibliographic data (e.g., MARC, Dublin Core, etc.).
- Ability to exercise accuracy and exceptional attention to detail.
- Very good knowledge of library terminology, methods, and practices.
- Ability to work independently and as a member of a team.
- Ability to exercise mature judgment and initiative.
- Ability to perform mathematical calculations with a high degree of accuracy.
- Very good analytical reasoning and problem-solving skills.
- Ability to move loaded book trucks weighing >25 lbs.
- Ability to tolerate close proximity to / handling of dusty materials.
- Ability to attend conferences and workshops related to new processes and technologies in library cataloguing procedures.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

STARTING SALARY: $1,703.42  
(BI-WEEKLY RATE: $1,703.42, ANNUAL RATE: $44,441.04)

START DATE: ASAP

A detailed resume and cover letter quoting Competition #670 must be received in our office by 4:30 pm on November 14, 2017, addressed to the attention of Linda Chan, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.
We thank all applicants for their interest; however, only those selected for interviews will be contacted.