Central Louisiana Technical Community College (CLTCC) invites applications for the position of Reference/Instruction Librarian located at the Campus in Alexandria, Louisiana. CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon, and Winn) in central Louisiana and has seven sites: 1) the Main Campus in Alexandria; 2: the Ferriday Campus in Ferriday; 3: the Huey P. Long Campus in Winnfield; 4: the Lamar Salter Campus in Leesville; 5: the Natchitoches Campus in Natchitoches; 6: the Rod Brady Campus in Jena; 7: the Sabine Valley Campus in Many; and 8: the Ward H. Nash Avoyelles Campus in Cottonport. Additionally, CLTCC provides instruction in one state prison and one federal correctional institution.

Summary:
The Cataloger/Technical Services Librarian performs original and copy cataloging based on current standards, database maintenance, authority control, and provides inventory support for the Main Library and the Learning Resource Centers.

Essential Duties Include:

- Perform original and copy cataloging of all formats of library materials to facilitate their identification, access, and use;
- Interpret and apply Library of Congress subject headings, the Dewey Decimal System, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials;
- Maintain authority records and perform needed authority work in the database;
- Provide inventory;
- Perform database maintenance for bibliographic and authority records; Load MARC records; and
- Perform other related tasks as required.

Qualifications:
A master’s degree from a program accredited by the American Library Association (or from a master’s level program in library and information studies accredited or recognized by the appropriate national body of another country) with coursework in cataloging or equivalent work experience.

Required Minimum Qualifications (mandatory):

- Good working knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library cataloging and classification;
- Excellent knowledge of computerized cataloging; and
- Excellent knowledge of standard bibliographic sources, bibliographic form, and verification tools.

Preferred Qualifications:

- Demonstrated interest in using emerging technologies and software to create solutions that address the evolving information needs of traditional and nontraditional students;
- Experience with original and copy cataloging; and
• Must have a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**Required Knowledge, Skills, and Abilities:**

• Excellent written, oral presentation, and interpersonal communication skills.
• Excellent organization, planning, and prioritization skills are essential.

**Reports to:**
Director of Library Services.

**Working Environment:**
Library, office, classroom, and/or online environment. Position requires ability to communicate and exchange information. The assignment may include day and/or evening shifts on campus and/or at off campus locations. This position will require occasional travel between the main campus and the extension sites.

**Compensation:**
Compensation will be commensurate with education and work experience.

**Application Instructions:**
Submit documents to:

Central Louisiana Technical Community College
Human Resources
Attention: Librarian (Alexandria)

yalandataylor@cltcc.edu
Position open until filled

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status, or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA Section 504 Coordinator:
(318) 487-5443
516 Murray St.
Alexandria, LA 71302