



POSITION VACANCY

CATALOGING ASSISTANT – PART TIME

Montgomery-Floyd Regional Library System – Christiansburg Location
#710173-1

The Montgomery-Floyd Regional Library (MFRL) Regional Office in Christiansburg, VA has a part-time position performing a variety of ongoing acquisitions, processing and cataloging tasks. Under the direction of the Acquisitions Manager, this position works to support an accessible, inclusive library collection to meet the needs of our diverse regional population in an environment that embraces innovative processes and technologies to enhance library operations and services. Other customary duties include performing highly detailed paraprofessional library work including making materials for libraries shelf-ready; categorizing and classifying all formats of library material; performing original and copy cataloging of library materials; implementing library request for purchase program; receiving incoming shipments and matching packing lists to contents; entering and editing required information into the library's automated system; professional communication with library patrons, colleagues, and vendors; and other duties as assigned. Position requires bachelor's degree or equivalent experience; prior library experience preferred.

Pay \$13.70/hour, 30 hours per week, with customary hours between 8 AM – 8 PM, Monday – Friday. Qualified candidates should apply at: <http://www.montgomerycountyva.gov/hr>. Application review begins immediately; **job open until filled**. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007

Montgomery County, VA and the Montgomery-Floyd Library System are committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.

