King County

Library Technician

SALARY

$29.94 - $34.15 Hourly

LOCATION

Seattle - Regional area, WA

JOB TYPE

Short Term Temp (STT), Part Time, 18 hrs/wk

DEPARTMENT

DNRP-Natural Resources & Parks

DIVISION

WLRD - Water & Land Resources

OPENING DATE

02/29/2024

CLOSING DATE

3/17/2024 11:59 PM Pacific

FLSA

Non-Exempt

BARGAINING UNIT

Z3: KC Personnel Guidelines

FULL- OR PART-TIME

Part-Time
Summary

Why It’s a Great Opportunity:
The Technical Document and Research Center in the King County Dept. of Natural Resources and Parks is looking for a cataloger to help process a large backlog of technical reports. This is a great opportunity for someone who would like to expand their cataloging experience and has an interest in government documents. The library uses the EOS. Web integrated library system for cataloging its material.

We are looking for candidates who have some previous cataloging experience, who are resourceful, diligent, and detail oriented. The cataloger will work closely with the TDRC’s Research Librarian but should feel comfortable working independently as well. This is a short-term temporary position, classed as a Library Technician, with a maximum of 960 hours. The work will be performed at King County’s King Street Center in Pioneer Square, with a flexible schedule.

About the Team:
The Technical Document and Research Center supports the County’s environmental scientists and wastewater engineers. The collection includes journals and published books, but the core material consists of reports written by and/or for the Department from the 1960s to today, and reports from other jurisdictions that are relevant to the Department’s work. While new reports are produced electronically, the library has a large backlog of paper material that needs to be sorted, cataloged, and processed into the collection.

Commitment to Equity, Racial and Social Justice:
King County, named after Dr. Martin Luther King, Jr., is a diverse and vibrant community that represents cultures from around the world. Our True North is to create a welcoming community where everyone can thrive. We prioritize equity, racial and social justice, making it a foundational and daily expectation for all employees.

Apply now for a rewarding career at the Water and Land Resources Division of King County Department of Natural Resources and Parks (DNRP). Join our talented workforce in protecting and restoring the natural environment and promoting more resilient, sustainable, and equitable communities.

Job Duties

What You Will Be Doing:
Original and copy cataloging and related library procedures, with a focus on government documents and scientific reports.
Assist the librarian with updating a cataloging procedures manual.
Other duties as assigned.

Experience, Qualifications, Knowledge, Skills

Qualifications You Bring:

- Experience or coursework in cataloging, including AACR/RDA, MARC records, and assignment of LC subject headings/call numbers.
- Experience working with library cataloging software.
- Experience prioritizing work and managing time independently.
- Ability to work independently and as part of a small team.
- Willingness to communicate and learn from your team, and an interest in problem solving.

Preferred Qualifications:

- Demonstrated experience in cataloging government reports or technical documents.
- Experience working with EOS.web, the library’s cataloging system.
- The ideal candidate will be organized, adaptable, proactive, and have good attention to detail and problem-solving skills.

Supplemental Information

Working Conditions:
Working in the Library with the ability to pick up a box no greater than 20 lbs.

Work Location:  King Street Center, 201. S. Jackson St. Seattle, WA 98104

Work Schedule: This a part-time position that works an 18 hour work week. This position is covered under the provisions of the Fair Labor Standards Act (FLSA) and is overtime eligible.

Application and Selection Process:
We welcome applications from all qualified applicants. We value diversity, diverse perspectives and life experience and encourage people of all backgrounds to apply.
Application materials will be screened for clarity, completeness and alignment with the experience, qualifications, knowledge, and skills essential for this role to determine which candidates may be invited to participate in one or more interviews.

To apply, submit a:

- Resume
- Cover Letter detailing your background and what you bring to the position.
- Application materials should be submitted to:
  dawn.duddleson@kingcounty.gov

Who to Contact: For more information regarding this recruitment, please contact Dawn Duddleson, Head Librarian, at 206-477-4661 or dawn.duddleson@kingcounty.gov

Forbes named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.

Guided by our "True North", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles - we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

**King County is an Equal Employment Opportunity (EEO) Employer**

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to
recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply
Please submit resume and cover letter to dawn.duddleson@kingcounty.gov.