MISSOURI EVERGREEN CONSORTIUM CATALOGER (1099 Independent Contractor Position)
Pay $40-55k
Starting Date: September 1st, 2021

Missouri Evergreen Consortium (ME) has a unique cataloger/ trainer position working with libraries across the state. This is a one-year grant funded independent contractor position setting up a cataloger certification process for ME libraries, creating and administering training for the 55 libraries, and assisting in the catalog cleanup for the shared catalog. Most of the work will be virtual; some travel required. To apply, please email your resume and cover letter to board@moevergreenlibraries.org.

Responsibilities include:
- Cataloger Biennial Certification
  - In concert with the cataloging committee, create a certification process for ME catalogers
  - Perform cataloging duties (importing, overlaying, etc.) at the request and on behalf of Level 2 catalogers or libraries with restricted permissions as necessary.
- Training
  - Create and provide cataloging training to member libraries through in-person visits, instructional videos and documents, and any other necessary methods
  - Provide cataloging support and explain Missouri Evergreen cataloging procedures and policies to migrating libraries
  - Work with new migrating libraries' catalogers on additional questions
- Cataloging Committee
  - Serve on the cataloging committee and attend all committee meetings
  - Answer questions and notify catalogers about additional resources, training opportunities, etc.
- Catalog Cleanup
  - Oversee and contribute to catalog cleanup.
  - Assist with completing larger cleanup projects (parts assignment, deduplication, etc.)
  - Identify and communicate cataloging issues or errors, whether at the consortium or individual library level.
  - Address any updates that may affect cataloging and notify member libraries of any changes in information to cataloging policies, Best Practices, or other procedures.

Supervisory Responsibilities
No supervisory responsibilities.
Supervised by the ME Cataloging Committee

Qualifications
- Qualified contractor should be knowledgeable of and proficient with library management software (Evergreen preferred), cataloging practices and procedures, office suite software, email, and video creation, editing, and sharing.
- Qualified contractor must be able to work effectively with little supervision and must possess strong communication skills.

Technical Requirements
Contractor must have reliable access to a secure high-speed internet connection. Missouri Evergreen will supply laptop and any requisite software.

Education and/or Experience
Masters in Library Science from an ALA Accredited program is preferred; at least two years of library cataloging experience.