**JOB POSTING:**

**San Juan Island Library District**

**Adult Collection Development Specialist & Cataloger**

The San Juan Island Library District ([www.sjlib.org](http://www.sjlib.org)) is seeking a highly capable, organized, detail- and customer service-oriented individual to assist patrons using the library, to perform advanced copy cataloging, to receive and assist in the development and processing of library materials and collections, and assist in general library operations.

**Complete job description** available at <https://www.sjlib.org/employment/>.

Requirements: Bachelor’s degree; two (2) years successful experience in public library service using Integrated Library Systems, or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities; broad experience with computer work and basic software programs; strong verbal and written communication skills; effective at working with teams and in using own initiative; ability to work with staff and public in a pleasant manner and effectively resolve service issues using independent judgment.

Preferred requirements: Experience in collection development and cataloging.

This is a 35-hour position with starting salary of $45,600 per year, and excellent benefits.

Submit cover letter, resumé and three professional references with contact information by email to [lorton@sjlib.org](mailto:lorton@sjlib.org) (preferred), mail (San Juan Island Library, Attn: Library Director, 1010 Guard St., Friday Harbor, WA 98250), or at the Library during Curbside hours.

Position is open until filled.