

## **Catalog Librarians Washington, DC**

**ZAI has an ongoing need for Catalog Librarians for various assignments at our project located in Washington, DC. Candidates must have a minimum Master's degree in Library Sciences from an ALA-accredited institution and a minimum of three years' of work experience in library technical services operations, specifically cataloging/metadata unit; original and copy cataloging/metadata; and serials and monographs in print and electronic formats. Candidates must also be familiar with library terminology, cataloging concepts, and search protocols, and have experience working with an Integrated Library System (preferably Aleph 500). Candidates need experience working with U.S. Federal document collections, strong knowledge and work experience using classification schema(s), including Library of Congress, SuDocs and/or Dewey, and experience with MARC 21 standard. Additionally, knowledge of RDA core elements, and OCLC system. Ability to pay attention to detail is crucial. Candidates must be able to take, understand, and follow instruction as provided. Knowledge and experience working with Microsoft Office software applications is a requirement.**

### **Specific duties include:**

- **Ability to adhere to national bibliographic standards set forth in Resource Description Access (RDA) for a variety of material formats, including, electronic, print, microform, etc.;**
- **Ability to work and communicate effectively with paraprofessionals, library professionals, and other personnel;**
- **Ability to work independently and to exercise discretion, initiative, and judgment;**
- **Ability to work in a dynamic and collaborative work environment;**
- **Ability to perform diverse and complex tasks with accuracy and attention to detail; and**
- **Ability to communicate effectively both verbally and in writing.**

**Interested candidates should apply directly to:**

**<http://chj.tbe.taleo.net/chj05/ats/careers/requisition.jsp?org=ZAIINC&cws=1&rid=612> or [www.zai-inc.com](http://www.zai-inc.com) / Careers / Career Opportunities**