

CATALOGING SPECIALIST I

Position Code: 1425

WC Code: 9101

FLSA Status: Non-Exempt

Pay Grade: 346

Location: Library

Approval Date: 2019

General Statement of Duties

Performs specialized paraprofessional work in multiple functions including processing new materials and assists in maintaining the library's catalog. General supervision is provided by the Assistant Director. Daily functional supervision and assignment of tasks is received from the Senior Cataloging Specialist.

Distinguishing Features of the Class

An employee in this class is expected to perform assigned duties with only occasional instruction or assistance, and work is normally reviewed only on completion. Adequate performance at this level requires the knowledge of general department policies and procedures. Work requires accuracy, judgment and initiative. Tact and diplomacy is required in dealing with the public. Work is performed under the general supervision of the Assistant Director and is evaluated through observation, discussions, reports, quality and quantity of services delivered.

Duties and Responsibilities

Assists in verifying, entering, and maintaining holdings records in the online library catalog.

Assists in processing of new materials into the collection, as well as old materials to be withdrawn.

Serves as a lead worker to other employees who may be working on a temporary basis in cataloging.

Performs routine clerical and delivery work between the cataloging, circulation, and reference departments.

Performs related tasks as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

General knowledge of:

- Library principles and practices
- Basic library materials, equipment, practices and procedures
- Anglo-American Cataloging Rules
- Dewey Decimal Classification System and Library of Congress subject headings
- MARC format
- Library computer databases and systems

Ability to:

- Communicate effectively orally and in writing
- Work independently
- Deal effectively and courteously with the general public and other employees
- Comprehend and make inferences from written material
- Learn job-related functions such as library's computer systems and operation of specialized equipment and databases primarily through oral instruction and observation which takes place mainly in an on-the-job training setting
- Enter data or information into a computer terminal, PC, or other keyboard device
- Work safely without presenting a direct threat to self or others

Physical Requirements

Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, pushing, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to maintain records, prepare and analyze data and figures, troubleshoot and operate a computer terminal, to read extensively for visual inspection of books and materials at distances close to the eyes, and to use measurement devices.

Minimum Education and Experience

Associate's Degree and two to four years of library experience; or an equivalent combination of education and experience.