

CATALOGING SPECIALIST II

Position Code: 1422

WC Code: 9101

FLSA Status: Non-Exempt

Pay Grade: 350

Location: Library

Approval Date: 2019

General Statement of Duties

Performs professional level library service in the management of library cataloging services. General supervision is provided by the Assistant Library Director.

Distinguishing Features of the Class

An employee in this class performs professional library work in the organizing of cataloging services in a library division, as the team leader in that area. Employee must exercise initiative and independent judgment in managing cataloging policies and routines. Employee must exercise considerable tact and courtesy in frequent contact with other library staff. 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 Library Director and is evaluated through observation, discussions, reports, quality and quantity of services delivered.

Duties and Responsibilities

On a daily basis, organizes routines and activities related to cataloging and processing new library materials, existing materials needing physical care or removal from the collection, and any required record keeping.

Assists Assistant Director and other appropriate library staff in the maintenance of the collection database and cataloging system.

Works with the Assistant Director and other appropriate library staff to monitor and revise policies and procedures regarding the cataloging of materials.

Maintains statistical record regarding adding materials to and removing materials from the library's collections.

Monitors status of supplies for the cataloging area.

Reviews professional journals and catalogs to stay abreast of current materials and trends in public library service.

Participates in the activities of professional library organizations.
Performs other duties as necessary.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of current library principles and practices.

Knowledge and ability to use reference tools for classification, cataloging, and acquisitions, such as Anglo-American Cataloging Rules, Dewey Decimal Classification System and Library of Congress subject headings, MARC format, and library computer databases and systems.

General knowledge of library systems.

Ability to express oneself effectively and concisely, orally and in writing.

Ability to plan and organize a workgroup within library services.

Ability to establish and maintain effective working relationships with associates, subordinates, community groups, and the general public.

Ability to enter data or information into a computer terminal, PC, or other keyboard device.

Ability to 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

Bachelor's degree and three to five years of library experience, including one year of experience in a technical services (cataloging) environment; or an equivalent combination of education and experience.