

JOB DESCRIPTION

JOB TITLE: Head of Cataloging and Technical Service

STATUS: Grade 6, 23 hours/week with benefits

SUPERVISION RECEIVED:

Library Director

SUPERVISES EXERCISED:

General supervision of all library staff within the cataloging and technical services department including volunteers.

DISTINGUISHING CHARACTERISTICS:

Responsible for collection development by selecting and purchasing library materials; performs professional library functions involving considerable judgment in classifying and cataloging library materials; maintains the integrity of the online catalog, direct service work in connection with operations at the public library; all other related work as required.

- Assists when needed, all departments in the library requiring basic assistance for patron service.
- Represents the library at regional and consortium meetings and other workshops relative to library services.
- Assists when needed, at circulation desk.
- Assists when needed, with reference work and Interlibrary Loan requests.
- Has access to confidential information concerning patron records and use of library material.
- Position requires a Saturday rotation.

ESSENTIAL FUNCTIONS:

1. Responsible for Collection Development
 - Evaluates reviews from journals; makes selections reflecting knowledge of the collection and the community.
 - Places orders and reconciles packing lists to shipments.
 - Maintains contact with multiple vendors for library materials.
 - Assists all departments in collection analysis for selecting library materials for withdrawal; removes materials from shelves and databases.
 - Maintains and analyzes statistics for acquisitions and withdrawals. Responsible for selecting new materials to fill collection weakness.
 - Oversees fund accounting information and timely submittal of invoices to administration for payment.
 - Utilizes reporting software to identify consortium high demand items and responsible for purchase and expediting through the processing phase.
2. Performs all functions relative to the cataloging of books and other library materials.
 - Assigns subject headings; determines added entries; assigns numbers; processes added copies and new editions; reclassifies and catalogs all library material.
 - Enters information in consortium's online catalog; maintains such records for internal and external use.
 - Represents the Library at the Library's consortium meetings in Technical Services, Acquisitions and Collection Development. Conveys this information back to staff members as needed.
 - Maintains knowledge of current professional literature relating to the entire collection across all material formats, especially in new formats.
3. Inputs into MVLC online catalog all data on items and creates new bibliographic records as necessary.
 - Acts as a resource person in the library for integrated library system (ILS).
 - Attends meetings to describe continued upgrading of ILS.
 - Teaches staff new applications.
 - Troubleshoots certain database problems.
 - Uses database to produce various types of information and reports.
4. Works with Director and other library Department Heads to formulate new plans or processes for the library.

TOOLS AND EQUIPMENT USED:

Phone, personal computer including MS Office (Word, Excel, PowerPoint, Publisher) and other such software packages; public computers and databases including library catalog system; and any other useful technology tools required to ensure the success of the library. Various office equipment, which include copy machine, laminate machine, scanner, fax machine, printers, paper cutter, 3 hole punch and other such useful tools. Uses the audiovisual equipment that is located in the library meeting room and is able to make presentations or train staff and other groups. Incorporates tools that are necessary to job.

PHYSICAL DEMAND:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Office environment with constant use of computer and telephone. Lifting associated with filing library material, prolonged periods of standing and sitting. Frequent walking.
- While performing the duties the employee is frequently required to stand, sit, talk and attentive listening. The employee is required to have mobility in order to move about the office and to service the public.
- Specific vision abilities required by this job include close vision, the ability to adjust focus and may spend long periods at a computer monitor.
- May experience regular interruptions to assist library patrons, vendors and other service groups.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Degree in Information Science from an accredited institution. MLS preferred; or graduate course work in cataloging or a certificate program in Marc Record and Cataloging Database Maintenance recommended. Two years of related work experience; experience in dealing with the public desirable; or any equivalent of education and experience.

Knowledge, Skills and Abilities:

- Working knowledge of library principles and procedures.
- Knowledge of books, authors and titles and various formatted materials commonly available in libraries.
- Knowledge of subject analysis, classification schemes, and descriptive cataloging (AACR2 and RDA).
- Familiarity with automated library systems and related applications.
- Skills in keyboarding, and in the use of standard office and library equipment.
- Ability to work with detail.
- Knowledge of computer and programs essential, especially cataloging software.
- Ability to interact with the public in a courteous and tactful manner.

WORK ENVIRONMENT:

Work is performed under typical office and library conditions. Occasional light to moderate physical effort required in carrying and shelving books, and in performing other typical library functions. Intermittent standing, walking, bending, crouching, reaching, climbing and similar activity as related to library work will be required.

OTHER CONSIDERATIONS:

- Submission of an application, rating of education and experience, oral interview and reference check.
- The duties outlined above are intended only as illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.