Job Description

Position Title: Technical Services Cataloging Librarian

Classification: H

Supervisor Title: Technical Services Department Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of Technical Services Manager, this position facilitates superior library service by cataloging materials, working with employees in and out of the department to provide patron access through the library’s catalog and collections.

Specific responsibilities/functions will be assigned by the Technical Services Manager on the basis of experience, skills, needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g.  MLIS) or experience:

* **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings including organizational and library conferences, meetings, and publications, facilitating groups in meetings and programs.
* **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, maintaining and organizing digital files, and instructing and training others to use technology.
* **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
* **Time Management** includes prioritizing tasks, meeting deadlines, planning for long term tasks, and managing time independently.
* **Research Skills** include interviewing others to understand their requests, understanding and explaining information and media literacy and fluency, evaluating sources and instructing others to access and use library resources.
* **Organization of Information** includes an understanding of basic library organizational systems and the methods by which information is stored and categorized.
* **Instruction and Facilitation** includes instructing and training others to access library resources and use technology and facilitating groups of people in meetings and programs.
* **Core Library Tenets** include understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.

1. Working knowledge of MARC, RDA, the Dewey Decimal classification system and Library of Congress subject and genre headings.
2. Working knowledge of integrated library systems as well as other library applications relating to Technical Services.
3. Working knowledge of general library philosophy, including the *Library Bill* *of Rights* and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
4. Experience cataloging materials in a library setting.

## ESSENTIAL FUNCTIONS

1. Catalogs, classifies, and adds materials according to local and national classification system.
2. Reviews and evaluates OCLC records for adding materials.
3. Prepares original cataloging for materials with no matching OCLC record in accordance with national cataloging standards.
4. Serves as Person in Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
5. Participates in appropriate local, state and national organizations.
6. Participates in relevant training, continuing education and/or staff development.
7. Performs other duties as assigned.

WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Some remote work may be available.

PHYSICAL REQUIREMENTS

1. Constantly discerns items near and far.
2. Constantly operates a computer and other office machinery, such as printers, copiers, and handheld scanners.
3. Frequently handles and inspects materials.
4. Frequently retrieves materials from shelves and boxes.
5. Frequently communicates with other staff.
6. Occasionally moves about the department and building to assist staff.
7. Occasionally transports boxes and carts weighing up to 75 lbs.
8. Occasionally positions self to assist staff working on computers and with materials.