

CATALOGING TECHNICIAN

General Definition of Work:

Performs responsible professional and administrative work in the technical services area; supervising a section of the public library and/or providing assistance to library patrons; does related work as required. Work is performed under general supervision.

Essential Functions/Typical Tasks:

Cataloging and processing all library materials; assisting patrons in use of library equipment and locating library materials; preparing invoices for payment; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Catalogs and processes all library materials according to national standards and library procedures.
- Acquires new materials under direction of Collection Development Librarian.
- Prepares original cataloging of any materials for which no records are available.
- Checks in pre-prepared library materials.
- Serves as a back-up courier collecting and delivering library materials and mail.
- Prepares overdue notifications; notifies patrons regarding requested materials.
- Assists patrons with the location, selection, checking in and out of library materials.
- Responds to reference questions and provides advice to readers.
- Interviews patrons, identifies needs and obtains necessary library materials.
- Advises and interprets library policy to staff; updates staff on all changes in policy and procedures.
- Maintains statistical data and prepares reports as needed.
- Assists in marketing and outreach efforts
- Provides in-house reports (holds, weeding, etc.) to staff
- Assists in implementing and maintaining library technology.
- Performs general reference work; searches for information on requests.
- Provides assistance in circulation, reference, and other areas as needed.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of basic library procedures, methods and techniques; thorough knowledge of and interest in books including reader interest levels; comprehensive knowledge of the library circulation functions; thorough knowledge of office procedures and records maintenance techniques; ability to exercise initiative and independent judgment; ability to plan and supervise the work of subordinate personnel; Thorough knowledge of library cataloging; skill in the use of library equipment, materials and resources; ability to establish and maintain effective working relationships with library patrons and associates.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in literature, library science, history or related field and considerable experience in library work.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.

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