

Spokane County Library District

CLASSIFICATION: N09

POSITION TITLE: Cataloging Assistant

GENERAL PURPOSE:

Performs bibliographic tasks on OCLC and/or other bibliographic databases and local computer system; may select, supervise, train, and evaluate staff performing acquisition and processing of materials and database maintenance.

POSITION SUMMARY:

Under direction of Technical Services Coordinator, matches materials to bibliographic records on OCLC and/or other bibliographic utility databases, edits MARC fields according to local cataloging decisions, and adds holdings to the utility. Identifies incomplete records and upgrades according to AACR2 cataloging rules. Adds call number and downloads/uploads bibliographic records to local computer system; identifies and resolves workflow issues; generates reports for special projects. May select, supervise, train, and evaluate staff. Performs acquisition, processing, and database maintenance.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for editing, adding, and maintaining catalog records in the database including call number assignments and bibliographic changes requested by the Collection Services Manager, Youth Services Coordinator, or Technical Services Coordinator.

Matches materials to bibliographic records on OCLC and/or other bibliographic utility databases, edits MARC fields according to local cataloging decisions, and adds holdings to the utility. Identifies incomplete records and upgrades according to AACR2 cataloging rules.

Adds call numbers and downloads/uploads, and/or edits bibliographic records to local computer system. Identifies and resolves workflow issues; generates reports for special projects; performs acquisition, processing, and database maintenance per District guidelines.

May select, supervise, schedule, and evaluate staff; identifies training needs; provides or makes arrangements for training. A cataloging assistant who supervises may receive an extra salary step for exercising supervisory responsibilities.

May prepare and maintain internal work manuals.

Researches and recommends new products or supplies to improve materials processing. Maintains effective working relationship with vendors.

Performs database cleanup projects as assigned.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with District staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Personal computers and associated software, integrated library systems, and the Internet;
- General business office terminology, procedures and practices;

- Principles and practices of effective supervision.

Ability to:

- Work effectively with co-workers and other District staff members;
- Accept and follow instruction, set priorities, handle details, and multi-task;
- Use initiative, problem solving skills, and judgment;
- Communicate effectively both orally and in writing;
- Use computer systems and various software programs;
- Prioritize tasks, manage detail, meet deadlines, and work accurately.

MINIMUM QUALIFICATIONS:

Persons applying for a position of this class should have:

High school diploma or equivalent; three years public library work experience; two years technical services experience; one year supervisory experience required. Course work in library science or related field may substitute for up to two years work experience; **or** any equivalent combination of education, training, or experience that assures satisfactory performance of essential job functions.

Valid driver's license and normal risk insurability.

First Aid/CPR certification may be required.

TOOLS AND EQUIPMENT USED:

General office equipment including personal computer with associated office software, integrated library systems, and the Internet; multi-line telephone, fax, or copy machine and calculator.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. Some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion to lift office supplies, books, and other materials; repetitive motion using arms and wrists, bending and stretching to retrieve and sort library materials may also be required. Hearing, speaking, and listening to individuals in person and by telephone; reading materials in print and electronic format; using a keyboard, mouse and viewing a computer monitor; meeting deadlines, frequent interruptions, and working under moderate levels of stress are illustrative of the mental and physical requirements of the position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements 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 employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Non-Exempt

Salary Range: N09

Revised:12/31/04