

Position Title	Collection Services Associate - Cataloging		
Working Title			
FLSA Status	Eligible	Job Code	0925
Salary Band	A3	Revised	08/2021

General Purpose

Working with moderate supervision, within established procedures this position performs bibliographic tasks on OCLC and Integrated Library System (ILS) and performs database maintenance;

Illustrative Examples of Duties and Responsibilities

Responsible for creating, editing, adding, and maintaining catalog records in OCLC and ILS. Makes call number assignments and bibliographic changes requested by the Collection Services Director, Collection Development Librarians or Collection Services Manager.

Matches materials to bibliographic records in OCLC; edits MARC fields according to District cataloging guidelines; adds Dewey Decimal call number holdings to OCLC; adds Library of Congress subject headings and series tracings. Identifies incomplete records and upgrades according to AACR2 or RDA cataloging rules.

Downloads/uploads and/or edits bibliographic records to Integrated Library System. Adds call numbers to bibliographic records. Identifies and resolves workflow issues. Performs database maintenance per District guidelines.

Serves as backup to Collection Services Associate – Interlibrary Loan

May download/upload authority records to ILS; update bibliographic records with corrected headings.

May create and maintain serial control records in ILS; may work with Operations staff in resolving serial control issues.

May perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other related tasks as assigned.

The duties listed above are intended only as illustrations of the 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.

Supervision

Reports to:	Collection Services Manager
Supervises:	N/A

Minimum Qualifications

The ideal candidate will have three years recent customer service experience and at least one year experience in a public library.

The District may accept an equivalent combination of education and experience in lieu of the above.

Necessary Knowledge, Skills & Abilities

Knowledge of	Alphabetic, numeric and/or alphanumeric order
	Dewey Decimal system of classification, or the ability to learn to use the system
	Library services and resources.
Skill in	Use of Microsoft Office and other software applications
Ability to	Communicate effectively with staff and others, both orally and in writing
	Consistently demonstrate effective customer service behavior(s);
	Interact in a professional and respectful manner with District staff and the public
	Maintain confidentiality of customer information;
	Establish and maintain effective working relationships in a team environment;
	Use initiative, problem-solving skills, and sound judgment
Work quickly and accurately; follow directions; meet deadlines.	

Work Environment

Work is performed primarily in a library environment. The noise level is usually quiet to moderate.

Work may be performed outdoors and exposure to extreme weather conditions may occur. Not eligible for remote work.

Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch for extended periods of time; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

May occasionally be required to push and/or pull objects weighing up to 200 pounds on a wheeled cart.

May be required to perform duties outdoors, in various weather conditions.

Special Requirements

Background check required, per policy

Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.

Must be able to travel to various locations to perform work, and/or attend work-related meetings, workshops or conferences.

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.