

DEPARTMENT:	Materials Management	REPORTS TO:	Head of Materials Management
FSLA CODE:	Non-exempt, full-time	PAY GRADE:	D
AVERAGE WEEKLY HOURS:	40	AVERAGE PUBLIC-FACING HOURS:	0%
SUPERVISES:	None	LAST UPDATED:	8/2023

SUMMARY:

Under the direction of the Head of Materials Management, performs tasks that directly support the public service staff and patrons in the discovery, circulation and location of library materials.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Primary

- Performs copy cataloging processes.
- Utilizes the OCLC database for complex and basic copy cataloging of new materials
- Creates and adds Library's holdings to consortium records, in accordance with local practice
- Classifies library materials and assigns call numbers using the current Dewey Decimal Classification and in accordance with local practice
- Applies current national, consortial and local cataloging rules, standards, and practices.
- Communicates with consortia members.
- Participates in special cataloging, record cleanup, reclassification, and re-packaging projects, as assigned.
- Withdraws de-selected library materials.
- Performs data entry.
- Prepares monthly statistical reports as assigned.

Secondary

- Keeps informed of current general and job-specific information and trends at the local and regional library level.
- Collaborates with staff on committees, projects, and events as assigned.
- Attends appropriate meetings and participates in relevant training, continuing education, and/or professional development.
- Performs other duties and projects as assigned.
- Serves as backup for other departments as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated knowledge of MARC records, AACR2, RDA, LCSH and Dewey Decimal Classification.
- Ability to perform database searching.
- Ability to provide exceptional customer service.
- Ability to communicate professionally orally and in writing.
- Ability to empathize and relate to the needs of patrons and staff.
- Ability to establish and maintain effective working relationships.
- Ability to remain calm and effective in difficult situations.
- Ability to exercise appropriate judgment and discretion.
- Ability to analyze in order to improve efficiencies and procedures.
- Considerable ability to prioritize multiple tasks and follow through to completion.
- Considerable ability to complete detailed work accurately, efficiently, and on time, with minimal supervision.
- Knowledge of department processes, procedures, principles, best practices, and technology.

- Knowledge of PCs, Microsoft Office, and portable devices.
- Ability to use a variety of office equipment.
- Flexibility to adapt to changing situations and environments.
- Ability to bend, stoop, lift and carry up to 25 pounds. Ability to push fully loaded cart up to 100 pounds.
- Ability to work a variety of daytime, evening, and Saturday hours as well as mandatory workdays.

QUALIFICATIONS AND EXPERIENCE

- Minimum of two years of higher education and two years demonstrated related experience.
- Copy cataloging experience and/or cataloging training/coursework.
- Experience using an ILS preferred

DISCLAIMER

- The duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time.
- The scope of the job may change as necessitated by business demands.