

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Library Catalog Specialist

UNION: 114

CLASS TITLE: Library Specialist 1

SG: 7

CS: N

DEPARTMENT: Library

FLSA: Y

EEO4CODE: PP

**FULL-TIME/PART-TIME
ENTRY/PROMOTIONAL**

JOB SUMMARY:

Uses online bibliographic utilities and other standard cataloging sources to catalog library materials. Performs extensive data entry. May perform public service work.

SUPERVISORY RELATIONSHIP:

Reports to Head of Technical Services. Works independently under general supervision and the guidance of City and departmental policies and procedures. Consults with other division heads, as appropriate.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Catalogs library materials using standard cataloging tools and the Dewey Decimal Classification system. Utilizes catalog information from online computer based bibliographic sources and from standard print sources. Consults with Head of Technical Services as necessary.
2. Retrieves cataloging records from online bibliographic utility, verifies information and completes record. Assigns call numbers, modifies bibliographic information as needed and routes cataloged materials for further processing.
3. Completes bibliographic records for print and non-print materials, including original annotations and subject headings.
4. Updates and corrects existing bibliographic records in library database including authority files.
5. Creates bibliographic records within local database of an abbreviated nature.

ADDITIONAL WORK PERFORMED:

1. May perform public service desk activities such as checking library materials in and out; processing library card applications; handling overdue problems; collecting fines and handling cash; receiving and responding to phone and onsite queries; explaining and applying circulation policies.
2. May process withdrawn materials from collection and update or delete holdings and bibliographic records from within local and online databases.
3. May create and maintain cataloging statistics and files.

4. May produce informational and statistical reports for professional staff and administration using an informational and retrieval software product.
5. May schedule meeting rooms for use by members of the public or city staff, maintain online master calendar for meeting rooms, communicate meeting room policies and procedures to individuals and groups, and arrange for special equipment if needed. Calculates rental charges, types and mails invoices, statements and delinquent notices as necessary. Receives and records payments.
6. May, in the absence of the Library Administrative Assistant:
 - Record and deposit daily cash
 - Process cash and credit card receipts
 - Collect, count, record and deposit monies from print management, change machine and copiers
 - Collect staff timesheets, check and verify number of hours worked and supervisory signatures, and forward to the city payroll department.
 - Sign for, and retrieve the Library payroll, and distribute to individual staff members.
7. May perform critical back-up in the absence of the Library Processing Coordinator or Library Acquisitions Technician.
8. Completes special projects, as assigned.
9. Performs any duties within the Library Specialist 1 or lower classification and other duties of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**Knowledge:**

- General knowledge of the library collection.
- Familiarity with genres, formats and reading levels.

Skills:

- Interpersonal sensitivity sufficient to recognize the special needs and concerns of children and adults.
- Excellent oral communication skills.
- Good reading comprehension.

Ability to:

- Read, understand and apply the policies, procedures and protocols for Interlibrary Loan of the American Library Association, OCLC (Online Computer Library Center), and the Bellingham Public Library.
- Proficiently use the Bellingham Public Library online catalog, OCLC database, other bibliographic tools, and Internet search engines.
- Communicate with patrons, co-workers and others using courtesy, tact, and good judgment.
- Remain calm and effective when dealing with disruptive behavior.
- Work independently, set own priorities, devise own work methods and follow general library protocols and procedures.
- Motivate, train, organize, prioritize and supervise.
- Be flexible and work with frequent interruptions.
- Perform complex duties with little or no direction.

- Develop and maintain statistical data.
- Detect print and database errors and make appropriate corrections.
- Perform high volume of work with accuracy and attention to detail.
- Use computer for data entry and information retrieval.
- Operate standard library and office equipment.
- And willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Perform the essential functions of the job. In addition to the usual physical requirements necessary to perform in a library support position, the following abilities are required:
 - correctable visual acuity to read a computer screen and a typeset page.

WORKING ENVIRONMENT:

Duties are performed indoors with frequent interaction with co-workers and with the public. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Station may be shared with other staff. Environment includes a normal range of noise and other distractions working around specialized library equipment and standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of post secondary course work, preferably in library science or technology with course work in cataloging.
- One year of experience in high volume library support position.
- Cataloging experience preferred, especially in multiple formats.
- **OR** equivalent combination of education and/or experience that provides the applicant with the necessary knowledge and skills.

NECESSARY SPECIAL REQUIREMENTS:

- Must be willing to work various shifts depending upon the needs of the Library, including evenings and weekends.
- Must pass Washington State adult/child abuse records and criminal conviction checks prior to hire.

PREPARED BY: Library Support Class Study
Task Force
6/07

REVIEWED BY: _____
Pam Kiesner, Library Director

REF: LICatalogingCirculationTech.jd.doc; LICatalogingTech.jd.doc