



LIBRARY CATALOGER

GENERAL RESPONSIBILITIES

Under the direction of the Coordinator of Library Services, this position is responsible for performing preparatory tasks on library materials; both original and complex cataloging and classifying of print and non-print library materials; processing and reconciling documents such as invoices and receipts; reviewing financial information; and compiling and reviewing information for accuracy.

ESSENTIAL TASKS

(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.)

- Check in library materials from vendors and resolve order discrepancies as needed.
- Process library materials according to individual school specifications kept on file; modify and create records for library materials by verifying and assigning Dewey Decimal Classification system call numbers and selecting appropriate Sears and/or Library of Congress subject headings.
- Pack and ship library materials to schools when processing is completed.
- Use various automated and online computer systems to assist with functions such as cataloging, acquisition, circulation, bibliographic information, and reports.
- Maintain electronic library catalog by editing, adding, and deleting MARC bibliographic records.
- Respond to cataloging-related inquiries or problems from school library media staff.
- Prepare operational reports related to Central Library Processing.
- Process receipts and invoices on a daily basis or as needed using established system.
- Submit and manage work orders to ensure the timely and accurate distribution of print and non-print library materials to schools using established system.
- Work with the distribution driver to establish a schedule for delivery of small orders to schools.
- Communicate with vendors to research and answer questions regarding payments, adjustments and/or changes to purchase orders, including freight charges, invoice discrepancies, etc.
- Correspond with schools and department representatives concerning problems regarding shipping, damages, and other discrepancies.
- Recommend policies and procedures to facilitate cataloging of materials.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have excellent computer skills. Must have a considerable understanding of library cataloging and classification systems, and a considerable knowledge of computerized cataloging databases. Must be able to perform mathematical computations with speed and accuracy. Must have the ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with vendors and other school employees; ability to establish and follow detailed work procedures; ability to work independently and under pressure.



EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Three (3) years of experience in a public-school library setting.

Preferred:

A working knowledge of cataloging, Buy Speed, and School Dude.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, grasping, fingering, repetitive motion, and reaching. Occasional standing. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.