SENIOR CATALOG SPECIALIST

MAJOR FUNCTION

This is detailed technical work that performs cataloging of library material by inputting data, creating, editing, modifying, and updating bibliographical records.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Database creation and maintenance. Searches for and downloads bibliographic records from online or other cataloging sources through various search techniques; verifies, modifies and stores the records. Determines and enters Dewey decimal call number for items.

- Provides for quality control in resolving errors identified during database creation and maintenance. Deletes items and bibliographic records as needed.

- Performs original and copy cataloging for library materials in all formats utilizing various accepted and standard systems, e.g., AACR2, MARC, LCSH.

- Moves books and other library materials from acquisitions area to Technical Services Division. Organizes trucks of library materials for processing, cataloging, and inventory of materials.

- Selects correct name and subject authority records from a bibliographic utility and downloads into database. Determines correct form of headings according to Library of Congress name and subject authority database.

- Participates in retrospective conversion to insure all library materials are entered into the database.

- Trains and assists others as needed in cataloging, editing records, and inputting original records. Maintains familiarity with high demand, best sellers, and reserve list.

- Provides guidance and resolution to co-workers regarding bibliographic and item records.

- Inspects outdated, lesser utilized items from branch library collections; withdraws or reassigns items accordingly.

- Attends training classes to remain current on new cataloging rules and interpretations.

- Maintains and promotes characteristics of excellent customer service in assigned area.

- Carries out policies, procedures, and established practices of the County's library system.

- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Creates item records for each item owned by the library system. Determines and enters information such as, item identification number, agency codes, material codes, special item notes, loan periods, and prices.
- Answers and routes telephone calls as received from the public. Delivers interoffice mail.
- Processes new materials, repairs damaged materials.
- Accepts and transports gifts and donations into the building.
- Reads assigned section of library shelves; shifts materials to maintain proper quantity on shelves, as needed.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, by electronic mail, or by telephone contact. Indirect customer service to the public is provided through database management and retrospective conversion activities. Direct customer service is provided to library staff.

SUPERVISION

Occasionally functions as a lead worker fir a small group of employees (one to ten) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience.
BA/BS degree with three years library experience that provides broad knowledge of standard cataloging principles, practices and systems in automated database collections management and personal computers; or an equivalent combination of education, training or experience.

Licenses.
Possession of a valid Florida Driver License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting system, or complex technical systems.
- Study manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Ability to alphabetize, to put numbers in order, and to read and comprehend both written and oral instructions and to respond appropriately is required.
- Knowledge of and ability to apply alphabetical, numerical, and library filing systems, including the Dewey decimal system.
- Knowledge of library cataloging principles and ability to understand and apply Library of Congress subject headings, Anglo-American Cataloging Rules, and MARC format.
- Proficiency in the use of current personal computer technologies, e.g., Internet research, word processors, spreadsheet applications, desktop publishing software, current operating systems, database applications, electronic mail.
- Knowledge of and ability to use current electronic information delivery systems relevant to the field of library science and electronic database management.

- Ability to develop and utilize advanced search methodologies.
- Ability to learn and utilize specialized computer software and hardware.
- Ability to function independently of constant direct supervision. Ability to direct volunteers and community service workers.
- Ability to deal with the public and co-workers in a courteous and tactful manner. Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to set priorities and meet multiple deadlines.
- Ability to pay very close attention to detail to accomplish technical, precise work.
- Ability to learn and apply new methods, procedures, operations, and policies.
- Ability to remain calm in stressful situations, including dealing rationally with irate customers.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, printer, book truck, telephone, copy machine, hand truck, cassette and CD players, videocassette recorder, library vehicle, barcode reader and various office supplies in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, to reach with hands and arms, to stand and walk. The employee is frequently required to talk and hear, push/pull 100 pounds or more. The employee is occasionally required to stoop, kneel, crouch, crawl, lift up to 50 pounds and climb or balance, taste or smell. The noise level for this job is moderate. Special vision requirements are close and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will frequently be exposed to fumes or airborne particles.

Established: 10/99	Category: 5
Pay Grade: 11	Status: NE
Job Description Number: 5052	Revised: 6/2003