



JOB DESCRIPTION

Position Title: Cataloging Assistant

Classification: 6

Supervisor Title: Technical Services Manager

FLSA Status: Non-Exempt

REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to work pleasantly and effectively with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work independently and productively.
7. Ability to understand, practice and demonstrate the library's Standards of Excellence for Public Service.

POSITION SUMMARY

Under the supervision of Technical Services Manager, the Cataloging Assistant is responsible for reviewing and editing cataloging records for materials in the library's collection.

REQUIREMENTS FOR THIS POSITION

1. Extensive keyboarding and data entry skills required.
2. Ability to edit cataloging records; enter, delete, locate and retrieve information using the ILS and OCLC databases.
3. Ability to interface cataloging information from OCLC to the ILS.
4. Work with detail, precision and accuracy.
5. Ability to judge and evaluate information.

EDUCATION/EXPERIENCE REQUIRED

1. Bachelor's degree or equivalent knowledge and in area(s) related to the responsibilities of this position.
2. Knowledge of cataloging rules and procedures.

3. Working knowledge of the OCLC and ILS databases.

ESSENTIAL FUNCTIONS

1. Reviews and evaluates OCLC records for new materials; verifies that cataloging information is complete and accurate; expands, changes, adds and deletes information in order to produce accurate records according to multiple cataloging standards.
2. Updates information in the ILS database; adds items to existing records and expands, changes or deletes information to maintain accurate records; interfaces OCLC records into ILS when no records exist or ILS record is unsatisfactory.
3. Reviews the cataloging of additional copies, and adds item records for additional copies in the library catalog.
4. Participates in relevant training, continuing education and/or professional development.
5. Performs other duties as assigned.

PHYSICAL REQUIREMENTS

1. Frequent sitting, some walking.
2. Lifting 35 lbs., bending, stooping, climbing, pushing, pulling up to 75 lbs., reaching, handling, and fine manipulation skills.
3. Vision for near and far.