

## Job Description

**Title:** Cataloger Library Services – 12 Month

**Reports to:** Library Services Department Head and Associate Superintendent for Educational Services

**General Summary:** Catalogs and processes all forms of media using MARC records and district union catalog.

### Essential Functions:

1. Performs cataloging of all media types using RDA standards. (40%)
2. Uses industry standard tools for database, network and Internet productivity. (10%)
3. Assists in the ongoing operation of the library processing center including phone calls, weekly processing of deletions and additions to catalog, and working with MEP facilitators during curriculum adoption cycle. (10%)
4. Maintains bibliographic records in accordance with district standards including ebooks and Young Adult titles and district textbooks. (10%)
5. Coordinates the rebinding of textbooks and library books for district. (5%)
6. Supports inventory control in relation to curriculum, library and technology needs, including adding assets, inventory of assets and traveling to schools to support asset updates/inventory. (5%)
7. Assists in the maintenance and repair of equipment used in the processing center. (5%)
8. Assists the district Library Services Department Head with special projects. (5%)
9. Provides technical support for library management system; manages user accounts, reports and troubleshooting tasks. (10%)

### Qualifications:

1. Education Level: High school diploma plus specialized training in cataloging/MARC records (Library/Media credit hours)
2. Certification or Licensure:
3. Experience desired: Minimum 1 year experience in cataloging.
4. Other requirements: Good English usage, grammar, spelling, and punctuation skills; word processing skills; computer skills with related software; ability to establish and maintain cooperative working relationships with others; ability to react to change productively and handle other essential tasks as assigned; and, able to work in an open environment.

**Special Requirements:**

	Occasional <u>1 - 32%</u>	Frequent 33 - 66%	Constant 67% +
1. Standing .....		X	
2. Walking .....		X	
3. Sitting .....		X	
4. Lifting <u>20</u> lb max. ....	X		
5. Carrying <u>5</u> feet .....	X		
6. Pushing / Pulling .....		X	
7. Climbing / Balancing .....		X	
8. Stooping / Kneeling / Crouching / Crawling.....		X	
9. Reaching / Handling.....		X	
10. Speaking / Hearing . . . . .			X
11. Seeing / depth perception / color . . . . .			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Millard Public Schools

title: Cataloger/ Library Services

Revised: May 2016