

Job Description

Human Resource Use Only	
Position Number:	
Step/Grade	I
Effective Date:	

POSITION IDENTIFICATION

Position Title:	Cataloging Librarian
Department:	Library
Status:	Full-time; nonexempt
Workweek:	Varies around open hours

SUPERVISORY RELATIONSHIPS

Reports to:	Technical Services Manager
Directly Supervises:	No supervisory responsibilities

POSITION PURPOSE

The Cataloging Librarian ensures that materials are accurately cataloged, accessible, and maintained according to professional standards. The role combines technical expertise, organizational skills, and customer service to support both library staff and patrons, while staying current with evolving cataloging practices and technologies.

ESSENTIAL DUTIES

- Maintain the Library's catalog
 - Perform cataloging of all library materials, including complex or unusual items, using standards such as AACR2, RDA, MARC, LCSH, and DDC to facilitate identification and access
 - Update and manage bibliographic and authority records in integrated library systems, including loading MARC files, and perform database maintenance
 - Ensure that each item has a complete and accurate record in the catalog
 - Use knowledge of cataloging rules and techniques to match items with master records from OCLC
 - Import and customize MARC records from OCLC and vendors
 - Assign call numbers and other classification to titles
 - Make changes to information about item holdings, such as home location
 - Create original cataloging and upgrade copy catalog records
 - Recommend the adoption of bibliographic maintenance standards and authorities in an automated environment
- Department leadership
 - Delegate work, fill in as Manager on Duty, and supervise employees as necessary
 - Mentor other employees on best practices and assist Manager with hiring and training
 - Assist management team in the development of library policies, procedures, plans and goals
- Assist as needed with physically processing materials
- Assist with answering basic cataloging questions
- Assist with other department functions
- Serve on system-wide committees as assigned or required
- Make recommendations for work efficiencies to improve customer service or processing times

- Assist with large-scale projects and events
- Attend and participate in staff and departmental meetings, as well as training sessions
- Read professional journals and other materials to keep informed of the latest developments in the field
- Enforce the library's policies and procedures and works to support safety and security of the building and grounds

OTHER DUTIES – the person in this role may:

- Assist in developing, recording, and monitoring departmental budgets
- Assist as selector for the collection, recommending material(s) to order
- Participate in library programs, outreach, and events
- Develop and deliver training programs for library staff on cataloging practices and system use
- Assist with receiving, checking in, labeling, and distributing new materials
- Develop and maintain a positive and professional relationship with vendors
- Provide assistance at customer service desks
- Perform other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education	<i>Preferred:</i> A master's degree in Library Science/Information Science from an ALA-accredited college or university, plus two years of professional library experience; or <i>Required:</i> a bachelor's degree plus three years of professional library experience; or any equivalent combination of training, education, and experience which provides the required knowledge, skills and abilities, as determined by the City.
Experience:	Two to five years of job-related experience in a position requiring excellent customer service skills, data management skills, and the use of advanced technology in a fast-paced, work-intensive environment.
Certifications/Licenses:	None
Other Requirements:	Familiarity with integrated library systems, online databases, print, non-print, and electronic resources, and collection development principles.

KNOWLEDGE, SKILLS, & ABILITIES

- Strong verbal and written communication skills
- Ability to represent the library in a responsible, professional, and trustworthy manner
- Ability to adapt to changes in the work environment
- Ability to maintain a calm demeanor under stressful or unsettling circumstances
- Ability to follow detailed verbal and written instructions
- Ability to work independently with minimal supervision
- Ability to work efficiently while paying close attention to detail
- Ability to multitask and prioritize
- Ability to assess users' needs and provide assistance
- Ability to establish and maintain cooperative and courteous working relationships with staff and the public
- Ability to meet the flexible scheduling needs of the library
- Advanced mathematics skills

- Advanced technology skills, including keyboarding, word processing and email
- Ability to make presentations to varying sized groups of people with a wide range of knowledge and abilities
- Demonstrated ability to plan, coordinate, and expedite work projects
- Ability to demonstrate accountability, integrity and maintain a high level of confidentiality
- Detailed knowledge specific to current trends, tools, issues, software, and skills being implemented in specific area of focus

BACKGROUND CHECKS

- Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity:	Work requires the ability to circulate actively and continuously through the library space. This position requires alertness, ability to observe public behavior, and quick response to emergency situations.
Physical Effort:	The employee is regularly required to exert light to medium physical effort in light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required include close vision, distant vision, and ability to adjust focus.
Working Conditions:	The noise level in the work environment is moderately quiet. Work is normally indoors with controlled climate conditions. Work will require mobility during special events and programs. Employees may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions for purposes of accomplishing the essential functions of the job. Potential travel to meetings outside of the library.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.