City of North Bend, Oregon

JOB DESCRIPTION: Cataloging Specialist

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<th>Department: Library</th>
<th>FLSA: Non Exempt</th>
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<td>Reports to: Director of Library Services</td>
<td>Representation: N/a</td>
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<tr>
<td>Pay Grade 10 – 11 $15.21-18.42</td>
<td>Date Revised: 12/14/2018</td>
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Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

GENERAL POSITION SUMMARY:

Catalogs new acquisitions in all formats, assists with maintenance of the library’s materials database, and assists with inventory and other collection maintenance functions. Provides services directly to patrons of all ages at the Public Service Desk and is knowledgeable about the library’s service policies and procedures.

SUPERVISION RECEIVED:

This employee receives general supervision from the Library Director and the Assistant Director.

SUPERVISION EXERCISED:

This employee takes on lead responsibilities, including person in charge, trainer of staff on cataloging and technical services procedures, and lead over other staff.

ESSENTIAL FUNCTIONS:

Unless specifically identified as a “Non-Essential Job Function”, the information included in this job description, and any referenced supplemental documents, is considered an “Essential Job Function”. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

TASKS, TOOLS & TECHNOLOGY:

Tasks

- Catalogs and classifies materials according to current established standards.
- Maintains library holdings in various databases.
- Maintains a knowledge of current practices in cataloging and technical services.
• Prepares documentation and procedure manuals.
• Communicates with and trains other staff on cataloging and technical services procedures.
• Represents the North Bend Public Library at Coastline cataloging meetings and serves on committees as needed.
• Performs holds-related functions, including generating hold paging slips, retrieving items from library shelves, and clearing expired items.
• Provides reference and reader's advisory guidance to patrons.
• Assists patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities.
• Performs circulation-related functions using the library’s integrated library system (ILS) software including checking out, renewing, checking in, searching for items, and placing holds.
• Creates and updates patron records using the ILS, including generating new records, renewing records, updating information, and collecting fines.
• The position has planning and goal setting responsibilities as part of a group.
• Contributes to a positive work environment by demonstrating: compassion for the library’s users and other employees; respect for library user privacy and confidentiality; an eagerness to learn and an optimistic attitude.

Peripheral tasks

• Attends conferences, training, and meetings and reads professional literature to stay informed on issues related to library services.
• Performs other job-related duties as assigned.

Tools

• Personal computer
• Coastline ILS and web catalog
• Printers / copiers
• Phone system
• FAX machine
• Microfilm reader
• Media players
• Overhead projector
• Book carts and bins

Technology

Electronic mail software; Microsoft operating system; Linex operating system; Integrated Library System

KNOWLEDGE, SKILLS & ABILITIES:

• Knowledge of practices, principles, and philosophy of modern library science including reference tools, library classification systems, and alphanumeric organization.
• Knowledge of MARC and AACR2 and RDA cataloging standards.
• Familiarity with popular reading and entertainment materials.
• Familiarity with technology, the internet, and basic computer and office applications, especially word processors.
• Comfort with decision-making and independent work.
• Ability to provide instructional assistance on portable electronic devices.
• Ability to work under pressure at busy public service desks.

Knowledge

• English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

• Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills

• Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

• Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

• Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

• Coordination — Adjusting actions in relation to others' actions.

• Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

• Monitoring — Monitoring/Assessing performance of yourself, to make improvements or take corrective action.

• Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Abilities

• Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong, including solving the problem, only recognizing there is a problem.
• Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

• Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

• Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Work Standards:**

• Regular attendance and punctuality.
• Speak and act truthfully.
• Exhibit self-control.
• Detail-oriented.
• Thorough when completing work tasks.

• Accept constructive criticism.
• Calmly and effectively process high stress situations.
• Reliable, responsible, and dependable.
• Willingness to take on responsibilities and challenge

**EDUCATION, CERTIFICATION, & EXPERIENCE:**

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

• High school diploma/GED.
• College level or higher coursework in library and information studies or related field is highly preferred.

Experience: Professional experience in the areas of technical services and cataloging is highly preferred.

**WORKING CONDITIONS**

The City of North Bend is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon’s Disability Accommodation and Discrimination laws. We are also committed to ensuring equally opportunity in employment for qualified persons with disabilities. The City of North Bend will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on City of North Bend operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact the City Recorder.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as Cataloging Specialist.
WORK SCHEDULE:

Full-time, 40 hours per week. Typical hours are scheduled between 9:00 am to 6:00 pm, Monday through Saturday.