

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title: Cataloging Technician
Department: Library
Revised: August 2022

Class: Paraprofessional
FLSA: Non-exempt

GENERAL DESCRIPTION

Professional and administrative work in the technical services area of the library. Responsible for cataloging and processing materials for addition to the catalog according to ALA, Dewey, OCLC, and Library of Congress standards and in compliance with library policies and procedures. Position prepares original and copy cataloging; edits, maintains, downloads, and updates MARC records and bibliographic files in the catalog, transmits materials orders to vendors; processes invoices for materials through TLC's Online Selections Acquisitions (OSA) software; and works at public services desk when needed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Cataloging (original and copy) and process materials for addition to the library collection. Work includes assigning and editing Dewey Decimal classification coding, Library of Congress subject headings; querying OCLC and other standard library databases to identify Dewey Decimal numbers and updated/appropriate subject and category headings.

Responsible for editing, maintaining, and updating all bibliographic files and MARC records in the library catalog. Responsible for removing records for weeded materials from the catalog.

Responsible for transmitting material orders to Baker & Taylor and other vendors via TLC's Online Selections Acquisitions (OSA) software application.

Responsible for importing all MARC records into the catalog. Troubleshooting any related problems to ensure the integrity of the catalog and compliance with library standards.

Hand-key invoices into OSA to maintain the Library's materials budget lines, prepare monthly fund report for cataloging & processing, book and AV accounts, update library administration and librarians as to fund balances.

Provides assistance at public service desks and other areas as needed.

Assist with library programs and events, including Stories by the Millstream and library book sales, and staff development programs.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of library cataloging and processing; basic library procedures, methods, and techniques.

Knowledge of library circulation functions, policies, and procedures; office procedures and records maintenance techniques.

Ability to proofread, use correct grammar, vocabulary, and spelling.

Skill in the use of library equipment, materials, software, and resources.

Ability to communicate effectively both orally and in writing.

Ability to resolve problem situations; ability to be resourceful in gathering and giving information

Ability to answer most inquiries and questions independently.

Ability to establish and maintain positive, effective working relationships with coworkers, other County departments, and the general public.

PHYSICAL REQUIREMENTS

The work in the class is sedentary in nature. Physical requirements include standing and sitting for extended periods of time, walking, bending, stooping, reaching, pushing, pulling, lifting, grasping, and moving and transporting bags and boxes of books and other materials of approximately 35 lbs. or less. Work includes extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Library Science or Business Administration and two years of experience working in a library, public service setting, office setting or an equivalent combination of education and experience.

This job description does not create an employment contract, implied or otherwise.