Job Description

Job Title: Library Database Technician	**Job Code:** 907015	**Job Family:** Library
Pay Grade: JC.14.14	**FLSA:** Non-Exempt	**EEO:** Technicians
Department/Agency: Library	**Position Number(s):** Multiple	

Recommended Position Title(s): Database Technician

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Catalogs material in all formats; performs searches in the library's database using a variety of methods to verify when a new record is required; uses the worldwide online database to locate matching records; reviews, verifies and edits records to match local and national polices; assures consistent placement of like materials in the collection; edits all access points in the electronic record; transfers the record from the national database to the local database; generates labels for all formats; records statistics.
- Ensures the standard form of names, series, or subject headings to assure the quality of the online catalog; checks file while cataloging to ensure consistency; recognizes and reconciles discrepancies.
- Enhances quality of online catalog by performing correction/reclassification work according to Dewey Decimal Classification changes and the needs of public service staff; plans and executes projects.
- Participates in team planning and problem-solving; provides technical cataloging information to library staff; provides current technical information relevant to workflow, including news, trends, research and software documentation.

Supervisory Responsibilities:

☐ Yes ☒ No   This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Associate's degree in any field of study or two-year technical certificate; successful completion of cataloging coursework; and one (1) year of related experience.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

One (1) year of cataloging experience in a library environment.

Education/Experience Substitutions:

☐ Yes ☒ No   Experience may be substituted for degree.

☐ Yes ☒ No   Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Lifting weight: 40 lbs.
All County employees may be called upon to assist other departments/agencies in a declared emergency situation.