

Job Description

Job Title: Cataloger

Job Code: 907019

Job Family: Library

Pay Grade: JC.16.15

FLSA: Exempt

EEO: Professionals

Department/Agency: Library

Position Number(s): 100842

Recommended Position Title(s): Cataloger

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:

- Codes, classifies, and catalogs books, publications, films, audio-visual aids, and other library materials based on subject matter or standard library classification systems; performs original and copy cataloging in all formats, including physical and digital resources and serials; searches databases, edits records, verifies information in all formats, transfers records, and creates new records to ensure patron and staff access to accurate information.
- Updates and corrects records in the database to maximize accessibility for patrons and staff; ensures compliance with standards of cataloging practices; maintains an awareness of and engagement with national and international trends and developments in cataloging and metadata standards, bibliographic and authority control, and knowledge management, and plans and coordinates the implementation of necessary changes.
- Provides training and problem-solving assistance to database technicians to increase team work, product quality and quantity; assists with staff training and information transfer; provides training and solutions to outsourced vendors; provides leadership in improving the discovery of and access to Library materials and resources through policies, procedures, best practices, standards, and workflows.
- Participates in team planning and problem-solving with public service staff; collaborates with coworkers to design innovative solutions to shared problems; provides education and training in use of online catalog to public services staff; facilitates collaboration within and external to ensure that the most efficient and appropriate standards and best practices are used in making physical, electronic, and digital materials discoverable and accessible.

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.

Job Description

Minimum Job Requirements:

Master's degree in Library Science or related field of study; two (2) years of cataloging experience using OCLC; and one (1) year of cataloging experience in an automated environment.

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

Preferred Job Requirements:

One (1) year of public library service.

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) (specify): 40 lbs.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.