

# **SENIOR CATALOGER**

## **(Range 125)**

### **DEFINITION**

Performs professional and supervisory work in Collection and Bibliographic Services Department in the cataloging of materials using an on-line integrated system.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Collection and Bibliographic Services Director.

Exercises general supervision over Cataloger and other subordinate staff.

### **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

#### **Essential Functions:**

1. Performs original and copy cataloging of materials including serials, audio visual, electronic and print materials.
2. Validates authority of author and subject headings in bibliographic records. Maintains local heading authority data.
3. Loads vendor MARC records into on-line library catalog and verifies quality of downloaded records.
4. Enters data and maintains computerized bibliographic database.
5. Coordinates database clean up and produces reports from an on-line cataloging system using report writing software and spreadsheet applications.
6. Keeps abreast of the latest trends and developments in cataloging.
7. Resolves a wide range of routine and non-routine issues and difficult situations.
8. Verifies information and corrects problems in bibliographic and item records including reclassifying items and assigning alternate subject tracings.
9. Supervises subordinate staff to include scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.
10. Exercises decision making skills in assigning subordinates' work and evaluating work flow.
11. Interacts extensively in person, and over the telephone with district-wide staff and management, other libraries, and vendors.
12. Utilizes personal computers, automated library systems, the Internet, e-mail, and on-line tools and resources and application software such as Word, Excel, etc.
13. Provides instruction to district-wide staff and management on MARC record format, database management, and Library of Congress cataloging following AACR2 rules.
14. Ensures materials are delivered to libraries in a timely manner.

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15. Performs basic maintenance and repair of department equipment.

**Marginal Functions:**

1. Participates in committee work when needed.
2. Ensures completion of and submits employee leave request forms.
3. Attends and participates in professional association meetings and seminars.
4. Assists with the acquisition process when needed.
5. Participates on interview panels.
6. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Professional public library principles, practices, and techniques.
2. Current trends and developments in the field of library science and supervision appropriate to cataloging and materials acquisition.
3. AACR2, LCSH, MARC, and LCC.
4. Basic supervisory techniques and practices.
5. Library District and Department policies and procedures.
6. Correct English usage, spelling, punctuation, and grammar.
7. Automated systems used in libraries such as OCLC and III, as well as the Internet and computerized catalogs.
8. Maintain effective working relationships with those contacted in the course of work.

**Ability to:**

1. Plan, organize, and review projects for accurate and efficient results.
2. Supervise and direct the work of subordinates.
3. Exercise good judgment and make sound decisions.
4. Exercise independent judgment and discretion.
5. Interpret and explain Library District and Department policies and procedures.
6. Perform precise determinations regarding cataloging classifications.
7. Understand and follow oral and written instructions.
8. Communicate clearly and concisely, both orally and in writing.
9. Maintain the mental capacity for concentrating for extended periods of time and demonstrating intellectual capabilities.

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10. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
11. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. Use of personal computers and associated software.
2. Use of library and general office equipment.

**QUALIFICATIONS**

**Training and Experience:**

Master's Degree in Library Science from a college or university accredited by the American Library Association supplemented with cataloging course work required; two (2) years cataloging using MARC records in a Support Services Department and utilizing an on-line bibliographic database such as Innovative Interface, required; demonstrated knowledge (and application) of standard cataloging practices and procedures (required); demonstrated ability to implement strategic library service objectives with measurable outcomes, effectively supervise and motivate subordinate staff, develop and maintain positive relationships with library customers and patrons, vendors, District-wide staff and management required.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking; lifting and carrying objects of moderate weight (12 - 20 pounds); occasional lifting and carrying objects of moderate weight (21 - 40 pounds); frequent bending, stooping, reaching, and pushing; and minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment. Tasks may involve extended periods of time sitting, standing, or utilizing a keyboard.

Tasks require visual perception and oral communications abilities.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

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**FLSA: EXEMPT**

**CBA: SUPERVISOR II**

**DEVELOPED: DECEMBER 19, 1997**

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SEPTEMBER 10, 1999  
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