GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for researching and cataloging various types of library materials. Reports to the Senior Librarian.

ESSENTIAL JOB FUNCTIONS

Classifies and catalogs various types of library materials; determines correct classification numbers, assigns subject headings and edits MARC (Machine-Readable Cataloging) record; corrects cataloging errors and troubleshoots Library’s automation system (VIRTUA) database errors.

Uses subject area collection profiles of print and non-print materials in order to evaluate currency, accuracy and condition of items in the library’s collection; makes recommendations for the purchase of materials to ensure the currency of the collection. Orders books and AV materials for library staff’s personal use; orders specific items from standing order plan; downloads records for donated items.

Responsible for the effective supervision and administration of assigned staff to include scheduling, leave approval, maintaining personnel files, performance management, employee relations, prioritizing and assigning work and related activities. May routinely serve as building supervisor.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Library Administration** – Considerable knowledge of Dewey Decimal system and cataloging procedures, standards and rules. Knowledge of varied print and electronic reference resources. Knowledge of a broad range of authors, titles and subjects.
- **Supervision** – Knowledge of supervisory techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of personnel recruitment, selection, and the use of personnel information systems.
- **Customer Service** – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of patron satisfaction.
REQUIRED SKILLS

- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other organizations.
- **Computer Skills** – Utilizes a personal computer to enter and retrieve information, as well as library software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- **Judgment/Decision Making** – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the benefits of potential actions to choose the most appropriate one.

REQUIRED ABILITIES

- **Communication** – Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of reports which include numerical information and statistics. Ability to listen and understand information and ideas being presented verbally and in writing. Ability to handle a variety of personal information in a confidential manner.
- **Coordination of Work** – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Ability to establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibility over others.
- **Accounting** – Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions.

EDUCATION AND EXPERIENCE

Requires a Bachelor’s Degree in Liberal Arts or Sciences or a related field and 3-5 years related library experience and 1-2 years of lead or supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.