

City of Claremont, New Hampshire Position Description

Position Title:	Technical Services/Cataloger Librarian	FLSA Status:	Non-Exempt
Reports to:	Library Director	Union/Merit:	AFSME – Clerical Union
Department:	Library	Grade Level-Points:	Part Time
		Revised/Updated:	04/10/05

Job Summary

Under supervision, the incumbent is responsible for the cataloging and classification of all library materials and oversees all Technical Services operations. Incumbent coordinates all activities of the library's technical services: including purchasing, cataloging, and processing of all library materials and book processing materials. This position involves difficult technical decisions involving the creation, use and management of machine-readable bibliographic records according to nationally accepted technical standards. The work requires that the employee have considerable knowledge, skill and ability in AACR2, LC Subject Headings, Dewey Classification and MARC formats. The work performed is subject to review through observation, reports and the results achieved.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Catalogs and classifies all library materials. Gives highest priority to materials on reserve.
2. Downloads, proofs, and edits all MARC records into in-house computer system and maintains the materials database, including running daily and periodic indexing and update procedures.
3. Supervises part-time Technical Services Assistant/Circulation Assistant and any Technical Services volunteers.
4. Compiles Collection statistics monthly/Creates reports as needed
5. Recommends and implements appropriate changes in technical policies and procedures.
6. Maintains acquisition files for steps in process, e.g. "on order," "books received," "and so forth.
7. Coordinates and communicates with library staff regarding the in-house computer system (Winnebago) activities, functions, problems, issues, etc.
8. Performs trouble shooting and appropriate system maintenance.
9. Coordinates yearly inventory of library collections with other staff members.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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10. Responsible for twice yearly sending library materials for professional binding.
11. Plans, organizes and implements special projects as needed, or as determined by City Librarian.
12. Assists in any library service as required in an emergency.
13. Attends job related workshops and conferences.
14. Practices good customer service relations.
15. Operates PC, photocopy, fax, micro-film machine and other basic office machines and keeps equipment clean and filled with paper and other supplies
16. Promotes any book discussion or program going on at the library.
17. Maintains familiarity with and executes safe work procedures associated with assigned work.
18. Performs other related duties as assigned.

Peripheral Duties

Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

A Masters Degree in Library Science from an accredited college or university plus three (3) years of progressively responsible library experience including one year in technical services work, *OR*; any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Computer and typing skills required.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

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- Various technological advances in the library profession such as the utilization of computerized equipment and computer applications.
- Concepts, principles, tools, practices and techniques of library science to assist patrons with locating specific and general information.
- Modern office methods, procedures, equipment, and standard clerical techniques.
- Word processors or computers.
- Techniques of effective time management.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Record keeping, report preparation, filing methods and records management techniques.
- Thorough knowledge of contemporary bibliographic-maintenance standards.
- Thorough knowledge of Anglo-American Cataloging Rules
- Thorough knowledge of Dewey Decimal Classification
- Thorough knowledge of Sears List of Subject Headings
- Thorough knowledge of OCLC/MARC records
- Thorough knowledge of library automation systems
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Work independently and as part of a team.
- Supervise assigned personnel.
- Communicate effectively orally, in writing, and by listening
- Follow through on assignments with accuracy.
- Use independent judgment.
- Be a self-starter.
- Keep patron confidentiality.
- Work a flexible schedule including evening and weekend hours.
- Read, analyze and interpret professional journals, technical procedures, and national cataloging regulations.
- Establish and maintain effective working relationships with others.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- Working with both children and adults.

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- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Using computers to create and manage files, records, spreadsheets and databases and to enter and retrieve information.
- Operating general office equipment.
- Understanding and carrying out complex written and oral instructions.
- The use of the tools and equipment listed below.

Supervision Received

Incumbent works under the direction of the City Librarian. Incumbent performs most assignments independently following established procedures. On some days and evenings the incumbent is in charge and handles all inquires and oversees the functioning of the library.

Supervision Exercised

Oversight responsibility for up to 3 part time personnel at any one time.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

None Required

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, microfilm/fiche reader, telephone, typewriter, calculator, copy machine, and fax machine, Bar-Code Reader, Television/DVD/VCR Player, CD-ROM etc

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

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Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, microfilm/fiche reader, computer mouse.

Typical Work Environment: Inside: 99% Outside: 1%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

The incumbent's working conditions are typically moderately quiet. The incumbent's working time may require weekend/evening hours. The incumbent must work in summer heat without air conditioning.

In the summer months with doors and windows open the noise level from the streets can become very loud. Since doors and windows are open, there is a daily accumulation of additional dust and dirt in the library. Also, during periods of heavy activity the noise level can be loud. The staff lunch area is in one corner of the cataloging office, which can sometimes bring additional noise to the work environment.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

OTHER PHYSICAL CONSIDERATIONS

LIFT up to 10 lbs.: Frequently required

Twisting: Occasionally required

LIFT 11 to 25 lbs.: Frequently required

Bending: Occasionally required

LIFT 26 to 50 lbs.: Frequently required

Crawling: Rarely required

LIFT over 50 lbs.: Not required

Squatting: Occasionally required

Kneeling: Occasionally required

CARRY up to 10 lbs.: Frequently required

Crouching: Occasionally required

CARRY 11 to 25 lbs.: Frequently required

Climbing: Occasionally required

CARRY 26 to 50 lbs.: Occasionally required

Balancing: Frequently required

CARRY over 50 lbs.: Rarely required

Grasping: Frequently required

REACH above shoulder height: Occasionally required

Handling: Frequently required

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<u>REACH at shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
<u>PUSH/PULL:</u>	Frequently required		

DURING AN 8-HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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