

Position Title: Librarian, Cataloger
Department: Technical Services
Immediate Supervisor: Technical Services Department Head
Pay Grade: 19 (\$23.26-\$32.55)



Qualifications: ALA accredited MLS
Minimum of two years professional cataloging experience preferred or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Position Description: Catalogs all library materials using DDC, LCSH and current MARC standards. Performs reclassification and authority control as needed.

Essential Duties and Responsibilities:

1. Catalogs material in all formats using DDC, LCSH and current MARC standards.
2. Creates original master records in the library's local automation system as appropriate.
3. Enters bibliographic and item records for cataloged library materials on library's local automation system.
4. Maintains local authority files. Edits and adds records to local authority databases.
5. Maintains file of local library cataloging practices.
6. Identifies cataloging and classification concerns and proposes solutions. Informs other library staff as needed.
7. Stays current with cataloging standards and practices.
8. Maintains good relations with library staff.
9. Maintains regular attendance.
10. Performs other miscellaneous duties as required.

Required Abilities:

1. Manipulates library materials up to 50 pounds.
2. Maneuvers loaded book carts over carpeted floors.
3. Follows oral and written instructions.
4. General knowledge of computers required.
5. Requires attention to detail.
6. Familiarity with library methods and practices.
7. Strong oral and written communication skills required.
8. Ability to work independently with little supervision.

NOTE: This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Marion Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

Employee Acknowledgement:

I have read and understand this position description.

Employee

Date