

Cataloger

Direct Supervisor: Support Services Manager
Department: Mead Public Library
Version Date: July 28, 2022
Salary Grade: F
FLSA Status: Non-Exempt , Not Represented



Position Summary:

The purpose of this position is to work as part of a team to update and maintain the library's bibliographic and item records in the System-shared database. This position may also provide direct Interlibrary Loan customer service. Work is performed under the direction of the Support Services Manager.

Essential Responsibilities:

1. Performs general day to day duties associated with various services which include but are not limited to:
 - a. Bibliographic database entry and maintenance
 - b. Copy cataloging of all formats of library materials to facilitate their identification, access and use
 - c. Collection ordering, receiving, processing and mending
 - d. Contacts vendors
 - e. Prepares invoices for payment
 - f. Interlibrary loan and collection distribution systems
 - g. Processes and distributes mail and other deliveries
 - h. Generates, compiles and distributes a variety of reports and statistics
 - i. Performs or directs routine inventory duties
2. Adheres to current cataloging standards and works within Monarch Library System guidelines
3. Conducts service interviews to link customer needs with services and resources
4. Provides input to managers in the improvement of library policies, plans and goals
5. May make library purchases and/or assist in the weeding process
6. May offer technology training to others
7. Attends library related conferences and workshops-at or away from work location
8. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
9. Performs other related work as assigned by the Director or Manager
10. Performs duties independently with minimum supervision

Education & Experience:

Associate's degree required. High school diploma or a GED Certificate recognized by the WI Department of Public Instruction. Computer literacy including e-mail, basic software and hardware proficiency, and navigating the internet. Three to five years minimum experience using current Integrate Library System (ILS) software.

Qualifications & Skills:

1. Knowledge of library services and procedures with the ability to employ appropriate techniques to meet service needs, and resilience to changes in the library profession. Must have the ability to develop and maintain constructive relationships with staff and public, as well as the ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

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2. The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.
3. Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.
4. Strong interpersonal, communication skills to effectively communicate ideas and information both in written and oral form. Ability to effectively read and understand written information. Perform work in response to general, outcome based directives. Effective time management skills and ability to set priorities in order to meet assignment deadlines.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Must have the ability to switch between Sitting, standing, walking, climbing and stooping, as well as bending, twisting and reaching.
2. Talk to and listen to patrons in person and on the telephone.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Must be able to lift and carry 50 pounds or less and push or pull objects on wheels weighing 60-100 pounds.
5. Handle processing, picking up and shelving library materials as well as typing, keyboarding, writing, filing, sorting, shelving and processing.
6. Must be willing to travel to meetings outside the library.

Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name:_____ Employee Number:_____

Employee Signature:_____ Date:_____