

Class Title: Assistant Cataloger
Department: Library
FLSA: Non-exempt

Class Code: 4417
Grade: 16
Eff. Date: 04/01/2002
Revised: 05/10/2016

GENERAL PURPOSE

Under the general supervision of a Library Administrator or Supervisor, performs specialized technical service work in the library requiring advanced knowledge of interrelated departmental paperwork and procedures, and advanced knowledge of computer applications related to the cataloging, purchasing, acquisition or preparation of library materials.

EXAMPLE OF DUTIES

Catalogs materials through Online Computer Library Center (OCLC), editing fields to local cataloging requirements and downloading records into Workflows; responsible for corrections or re-cataloging of materials; performs specialized duties related to short and long term cataloging projects; may oversee cataloging activities in the absence of a supervisor; may recommend and implement new cataloging procedures.

Performs tasks related to the cataloging of new materials; prints spine and other labels for materials in various formats; works with other staff to assure holdings information is accurate and workflow is integrated into other technical service processes.

Orders and receives library materials using an automated acquisitions software package; verifies accuracy of orders; monitors discrepancies between orders placed and orders received; works with vendors to resolve discrepancies; completes computer invoicing and transfers paper copies of invoices to accounts payable to be paid; works with other staff to assure placement of orders is effectively integrated into other technical services processes.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree.

2. Special Qualifications:

Must pass a criminal history background investigation.

Specialized knowledge and/or experience in a specific area may be required by the specific opening.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license

must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: cataloging sources, the Dewey Decimal system, and computers.

Skill in: using common office equipment, including but not limited to, a multi-line telephone, fax machine, multi-function copier, and all applicable computer hardware and software programs/applications.

Ability to: efficiently use applicable computer software and hardware; operate a multi-line telephone and modern office equipment; perform routine and detailed clerical duties; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other departments, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**