



CLASS SPECIFICATION

Class Title: Cataloging Supervisor
Department: Library
FLSA: Non-exempt

Class Code: 4423
Grade: 17
Effective: 6/13/2024

GENERAL PURPOSE

Under general supervision of the Library Director or other Library administrator, performs professional and supervisory duties in managing the daily operations of the Technical Services area including cataloging, materials purchasing, receiving and processing functions and delivery of goods or materials in Davis County.

EXAMPLE OF DUTIES

Supervises daily system support activities and daily workflow in the Technical Services area; ensures timely maintenance of bibliographic and holdings records; communicates with library staff on behalf of technical services and system support; oversees a variety of assignments necessary to effectively manage the Technical Services and system support areas and provide overall support to the Library System; applies County policy and interprets Library policy.

Responsible for cataloging of library materials; catalogs materials through Online Computer Library Center (OCLC), edits holdings; retrieves records and makes corrections to the bibliographic and holdings records.

Evaluates materials for correct placement in the Library's online catalog.

Creates original cataloging records as needed. Creates and maintains authority records for the online catalog. Serves as a resource to assistant cataloger(s) and other staff for complex cataloging issues.

Performs duties without disrupting the department workload and without disrupting the work of others. Works for sustained periods of time maintaining concentrated attention to detail.

Supervises system support staff both clerical and drivers; recommends individuals for hire; trains, schedules, assigns, monitors work, and ensure employees attend required County and department training; conducts performance appraisals in compliance with County Policies and Procedures and practices; under the direction of the designated administrator disciplines employees as necessary.

Works with Collections Manager to oversee the technical services department, filling in when the Collections Manager is absent.

Makes decisions and works effectively under pressure; receives and effectively handles sensitive matters; maintains strict confidentiality; solves complex problems.

May perform system level assignments or participate in special projects including but not limited to participation on countywide committees, capital construction projects and special ordering projects.

Applies a working knowledge of office equipment including but not limited to personal computers, other electronic devices, copy machines, postage machines and County and Library networks.

Participates in continuing education programs such as library conferences and required State, County, or Library training.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree plus one (1) year full-time experience in a library environment. Library experience must include knowledge of cataloging and OCLC. Related part-time experience may be applied toward the minimum experience requirement. An acceptable combination of education and experience may be considered.

Preference given for experience as a lead worker or supervisor.

2. **Special Qualifications:**

Must furnish personal transportation for on-the-job travel.

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: supervisory practices, library-related policies and issues, library classification and organization systems, primarily the Dewey Decimal system, library cataloging and classification and public library practices.

Skill in: using applicable computer hardware and software programs and applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner, knowledge of Utah motor vehicle rules and regulations.

Ability to: recommend the hiring of and conduct training for employees in compliance with all laws, policies, and procedures; supervise the work of employees; assign, monitor and evaluate the work of others; work with the general public in a library setting; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies, library patrons 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.**