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## JOB DESCRIPTION

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**TITLE:** Lead Cataloger

**DEPT.:** Collection Services

**REPORTS TO:** Collection Services Manager

**CLASSIFICATION:** Non-Exempt

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**Objective:**

Perform and oversee all aspects of cataloging for the Library. Perform responsibilities professionally and in accordance with the policies and procedures of the Library District.

**Duties:**

1. Catalog incoming materials including print, AV, world language materials, and objects.
2. Assist in monitoring workflow and productivity of copy cataloging staff.
3. Identify cataloging issues and find creative solutions.
4. Conduct maintenance and updates of the bibliographical database.
5. Gather, analyze, and report on statistical data.
6. Advise selectors on issues/concerns related to cataloging.
7. May provide reference and readers advisory assistance to patrons in person, on the telephone, or electronically (via chat or e-mail) using print and digital resources.
8. May select and maintain materials for collections, including weeding, repairs, and discards.
9. Attend appropriate conferences, meetings, workshops, and seminars.
10. Participate in library meetings and serve on library and/or community committees.
11. Other duties as assigned.

**Minimum Qualifications:**

Education:

MLIS from an ALA accredited institution preferred.

Experience:

Minimum 2 years public library cataloging experience required.

Experience with cataloging for a consortium preferred.

Skills:

*Technology*

- Ability to catalog materials accurately and efficiently
- Knowledge of standard and unconventional cataloging procedures
- Experience with integrated library systems (Innovative Polaris preferred)
- Facility with Windows and Office Suite
- Troubleshoot minor problems with computers and peripherals
- Demonstrate ease and comfort with new software and emerging technologies

*Communication*

- Communicate effectively in English, both orally and in writing

### *Customer Service*

- Work effectively and courteously with the public and staff

### *Organizational*

- Handle multiple tasks and efficiently organize work
- Plan and implement projects
- Work efficiently and calmly during busy periods and with frequent interruptions
- Exercise initiative and to make appropriate independent decisions
- Consistently complete and follow-up on departmental tasks and projects

### **Contacts:**

#### *Internal:*

Library staff, management, and trustees

#### *External:*

Vendors, members, and staff from other libraries

### **Physical Requirements:**

Physical requirements include speaking, hearing, vision and keyboarding ability sufficient to adequately perform the job, ability to push/pull up to 50 pounds and lift and carry up to 20 pounds occasionally.

### **Working Conditions:**

Full-time position, weekdays (may require some weekend and evening work). Must have valid driver's license and proof of auto insurance or the ability to arrange transportation between main library, branches, and other locations as needed.