This Job Description identifies the major responsibilities of this job.

▪▪ **I. POSITION PURPOSE**

The purpose of the Technical Services Specialist/Senior Cataloger is to accurately maintain the library catalog to ensure maximum discoverability. This is accomplished by performing original and complex copy cataloging including bibliographic description, subject analysis, classification, and authority control for materials in all formats in accordance with established local and national policies, procedures, and standards.

▪▪ **II. RELATIONSHIPS**

The Senior Cataloger reports directly to the Director of Technical Services. This position works as a team member to promote a positive work environment by maintaining respectful interactions with team members, library staff from other departments, vendors and customers. The position provides excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

▪▪ **III. PRIMARY DUTIES AND RESPONSIBILITIES**

Performs original advanced level and complex copy cataloging for all material formats including print, video, audio, microforms, maps, digitized objects and virtual information or objects. Assigns subject headings according to national and local standards. Assembles and inputs all necessary information into library’s ILS including verifying accuracy to enable each item to perform its function in the library’s collections.

Identifies and assigns appropriate Dewey Decimal Classification.

Creates authority records. Loads files of authority record updates and determines procedures for authority record deletions. Creates a file of bibliographic records to send to Marcive for authority processing. Loads returned files back into ILS.

Performs complex catalog tasks for local history, genealogy, literacy, and other special collections materials. Works with the Local History and Genealogy manager to ensure the materials are cataloged to meet department needs.

Creates orders on multiple vendor sites using predetermined lists for Local History and Genealogy Department and for the Literacy and other special collections.

Performs catalog activities including on-going additions and changes to library’s on-line catalog database of materials. Cataloging includes identifying and downloading to the local system appropriate matching bibliographic entries from specified entry sources such as the Library of Congress, OCLC WorldCat, Cataloging-in-Publication (CIP) and the local catalog. Makes appropriate entries in the local catalog system following local cataloging standards and practices. Verifies or assigns appropriate main entries, subject analysis, classification, and field tagging.

Serves as point person for all new Cataloging projects that may include tools, equipment, and seed packet library.

Works collaboratively with ILS Administrator to change or update catalog rules and to address system issues for the department. Partners with ILS Administrator to create new shelving locations and item types.

Identifies how new vendors are to be set up in the system. Works directly with vendors to set up, maintain, and update acquisition, cataloging and processing profiles.

Sets agenda and conducts monthly meetings with cataloging and acquisitions staff members. Advises on cataloging issues.

Provides training and keeps cataloging and acquisitions staff informed on updates and new information.

Performs physical processing of materials such as printing and adding labels, RFID tagging, property stamping and applying protective jackets and packaging.

Maintains current knowledge of existing and emerging cataloging standards, policies, and practices, including faceted bibliographic access. This includes Library of Congress subject headings, call numbers and other descriptors to continually improve inclusivity and equitable access to the collection.

Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.

Participates in regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD.

Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems.

**IV. OTHER DUTIES AND RESPONSIBILITIES**

May be assigned special projects by the Director of Technical Services

May serve on library committees as a department representative.

Performs other duties as needed.

 **V. QUALIFICATIONS**

**Education and Experience**:  Requires a Bachelor’s degree and a minimum of five years of library experience including background with automated integrated library systems, MARC formats, Dewey classification, and Library of Congress subject headings. Master’s Degree in Library Science from an ALA Accredited institution is preferred.

**Skills and Abilities:**

* Proficient in Library collection classification and selection tools and techniques, as well as the principles and practices of office management and work organization.
* Experience in using online electronic databases and current technologies for the purpose of statistics reports, library procedures and promoting library resources and programs.
* Strong computer skills with the ability to create documents, spreadsheets, databases, and experience with library cataloging systems.
* Demonstrated proficiency in the current versions of the following cataloging tools and standards is required:
	+ - RDA: Resource Description and Access
		- Dewey Decimal Classification
		- Library of Congress Policy Statements
		- Library of Congress Subject Headings
		- Library of Congress Genre/Form Terms
		- MarcEdit
		- MARC 21 bibliographic and authority formats
		- PCC, NACO, and SACO Standards
* Exercises excellent attention to detail and accuracy in data entry. Uses independent judgment within procedural boundaries and sets priorities.
* Ability to train, oversee and direct technical services associates to copy catalog, process and check-in new materials.
* Demonstrated skill in planning and prioritizing job responsibilities and tasks; determines and implements project timelines.
* Strong collaboration skills required to work with internal and external partners.
* Excellent communication skills including customer service skills with the ability to resolve issues.
* Ability to read and interpret business documents, such as invoices and vendor’s reports.
* Basic business mathematics skills.
* Ability to function under flexible and changing conditions.

**Physical Requirements:** Must have the ability to do repetitive work including hours of standing, bending, kneeling, shelving, lifting, pushing and pulling. Must be able to lift objects weighing up to 50 pounds and push /pull a fully loaded book cart weighing up to 200 pounds.

**Other Requirements**: Must be able to work a flexible schedule including days, evenings and weekends. Must submit to and successfully pass a criminal background investigation.

Equal Opportunity Employer.