

Catalog Clerk August 2008

Job Title: Catalog Clerk

Grade: 2

Immediate Supervisor: Technical Services Manager

Basic Function:

Catalog clerks perform a variety of standard technical processing duties as assigned and provide clerical support for mail distribution and supplies.

Distinguishing Features of the Class:

This person will edit/enter the description information of library materials in the item record using the ILS software.

Characteristic Duties and Responsibilities:

Retrieves shipments from receiving area, unpacks boxes, verifies packing slips for accuracy and receives shipments into the ILS and then disperses shipment; may break down shipping cartons for recycle.

Verifies, updates, links and deletes items in the ILS.

Processes library materials.

Checks in new library material and fulfills any holds and/or shelves material in designated shelving area and/or puts items into transit bags for delivery to the branches.

Sorts and distributes incoming mail daily.

Records and distributes newspapers and assists in keeping newspaper area in order

May find and cancel previous year's copy of titles that are standing orders

Monitors and maintains stock levels of office and technical services supplies

Handles initial preparation of purchase requisitions for office/technical service supplies according to established procedure

Processes incoming donations according to donation procedures.

Delivers cancelled books to Friends of the library carts as needed.

Performs basic repairs on library materials as needed.

Must maintain productivity software competencies as determined by the Technical Services Manager to be conducive to the workflow.

Knowledge, Skills and Abilities:

Understanding of cataloging software; ability to search for bibliographic records from a variety of sources. Effective written and oral communication and good interpersonal skills; must be well-organized and able to work well with non-technical staff ; tact and courtesy; desire and ability to work as a contributing member of a team environment; must possess good judgment. Ability to perform basic keyboarding at a minimum of 30

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words per minute; demonstrated proficiency in Microsoft applications, notably Microsoft word. Physical demands include the ability to sit and use computer for extended periods, to lift and move up to 50 lbs of materials and manipulate loaded book carts weighing 300 pounds over carpeted floors and the ability to perform repetitive reaching, bending, and squatting daily.

Ability to adapt to changing situations and emerging technology.

Education, Training and Experience:

Requires a high school diploma. An Associate's degree or some college preferred, related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

The intent of this summary is to characterize the typical duties and responsibilities that will be required of individual positions assigned to this classification and should not be construed as representing the specific duties and responsibilities of any particular position. Employees may be expected to perform their related duties which are specific to their area that may not be reflected in this class summary.