

Catalog Technician

Job Title: Catalog Technician

Grade: 4

Immediate Supervisor: Technical Services Manager

Basic Function:

Performs copy cataloging. Checks bibliographic information in the library's automated catalog database for accuracy.

Distinguishing Features of the Class:

This person on a limited basis can edit the bibliographic record, enter, check and verify item information.

Characteristic Duties and Responsibilities:

Knows descriptive cataloging.

Searches for and downloads bibliographic records into cataloging module of integrated library system.

Uses judgment and speed in adding items to briefest but most accurate standards

May attend workshops and meetings to keep current in cataloging processes and technology

Assists in finding more efficient methods to move materials through Technical Services

Ability to think analytically and develop new or revised procedures and workflow.

Ability to adapt to changing situations.

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

Responsible for reconciling missing material.

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 and patrons; tact and courtesy; desire and ability to work as a contributing member of a team environment; must possess good judgment.

Education, Training and Experience:

Requires a high school diploma. An Associate's degree or some college preferred; and 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.