



Career Service Authority  
Bibliographic Technician

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**GENERAL STATEMENT OF CLASS DUTIES**

Performs on-line data entry, retrieval and reconciliation to implement the classification and cataloging of library materials.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class perform on-line data entry, retrieval and reconciliation of library materials. This class is distinguished from the Administrative Support Assistant III class that performs a variety of full performance level office support work.

***Guidelines, Difficulty and Decision Making Level:***

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

***Level of Supervision Exercised:***

None.

**ESSENTIAL DUTIES**

Catalogs fiction and children's picture books using national database records and writes descriptions, determines access points and assigns unique call numbers.

Contributes to the library customer service mission by assisting library customers and staff as needed and requested.

Researches national bibliographic information using on-line database (OCLC) for cataloging of library materials.

Receives library materials that have been selected or approved, donated or purchased for the library collection by entering receipt data into the online serials/acquisition system as appropriate. Reconciles invoices and approves them for payment, making foreign currency conversions as necessary.

Searches multiple databases (CARL) and matches the most appropriate data with the item to finalize record for input.

Enters, corrects and deletes records from the database and reports daily production statistics.

Formats database records consisting of fixed and-variable fields, codes and indicators, to ensure user access.

Makes recommendations about the collection, suggesting acquisition, transfer or withdrawal of materials.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** - Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

**Conscientiousness** - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Reading** - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Arithmetic/Mathematical Reasoning** - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, percentages, and formulas.

**Listening** - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate; to listeners and situations.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Flexibility** - Adapts quickly to changes.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

**Memory** - Recalls information that has been presented previously.

**Reasoning** - Discovers or selects rules, principles, or relationships between facts and other information.

**Customer Service** - Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

**Self Management** - Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Skill in communicating and establishing effective working relationships with other employees, organizations and the public.

Skill in researching and analyzing information relative to the work assignment.

Skill in synthesizing information to determine differences, commonalities, and linkages.

Skill in using computers for data entry and retrieval.

Skill in examining information related to the work assignment for completeness, correctness, and accuracy.

Skill in using bibliographic databases.

Knowledge of library operations sufficient to be able to maintain a specific collection of materials.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm (s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

### ***Working Environment:***

Subject to many interruptions.

Requires ability to memorize.

Requires ability to comprehend written material.

### ***Education Requirement:***

Graduation from high school or possession of a GED Certificate.

***Experience Requirement:***

Two years of library experience using an automated bibliographic database.

***Education/Experience Equivalency:***

None.

***Licensure and/or Certification:***

None.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Don Braden

***REVISED DATE:*** 02/01/2009

***REVISED BY:*** Tony Gautier

***CLASS HISTORY*** Placed into the current format, added distinguishing characteristics, competencies and additional duty statement.