



## Career Service Authority

Page 1 of 4

### Catalog Librarian

#### **GENERAL STATEMENT OF CLASS DUTIES**

Following written guidelines, creates uncomplicated original catalog records and performs adaptive cataloging for item representation in library collection and inventory.

#### **DISTINGUISHING CHARACTERISTICS**

This class creates original catalog records by describing materials in varying formats according to content and physical characteristics. It is distinguished from the Collection Development Librarian, which recommends purchases and orders materials.

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

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

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

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered and presented and some degree of discretion and judgment are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

May perform leadwork as assigned

## ESSENTIAL DUTIES

Describes materials according to content and physical characteristics and creates original on-line records using a variety of computerized systems of codes and indicators in variable fields.

Assigns Dewey classifications and creates call numbers for books, sound recordings, video cassettes, scores, and serials to provide customer access and inventory representation.

Performs research and analysis of library materials to obtain cataloging information and creates records for interlibrary and national cataloging databases.

Verifies cataloging copy, compares copy to item and initiates changes and alterations as needed in cataloging and authority records; produces final records in conformance with national standards.

Trains assigned employees and checks their work, and may assist in preparing employee performance evaluations.

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, Knowledges & Skills:***

Manages And Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Technology Application - Uses machines, tools, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Knowledge of library organization and related computerized systems sufficient to be able to create catalog records, ensure customer access, and facilitate inventory control.

Knowledge of the national and international library standards, practices, and procedures sufficient to be able to ensure adherence to guidelines.

Skill in using computers for data entry and retrieval.

Skill in creating descriptions of content for various library materials.

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

Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.

***Physical Demands:***

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm or shoulder.

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.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

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

***Working Environment:***

Atmospheric Conditions: conditions that affect the skin or respiratory system.

***Education Requirement:***

Master's Degree in Library Science from an American Library Association accredited program.

***Experience Requirement:***

None.

***Education/Experience Equivalency:***

None.

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

None.

**CLASS DETAIL**

**FLSA CODE:** Exempt

**ESTABLISHED DATE:** 9/16/95

**REVISED DATE:** 7/16/03

**REVISED BY:** Tyrone Abeyta

**CLASS HISTORY** The class specification was put in the new CSA format as part of a maintenance study.