



Career Service Authority  
Senior Catalog Librarian

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### GENERAL STATEMENT OF CLASS DUTIES

Creates cataloging records for complex and specialized materials, recommends cataloging policies and procedures, and supervises a cataloging team.

### DISTINGUISHING CHARACTERISTICS

This position catalogs specialized and foreign language materials and supervises a cataloging team. It is distinguished from the Reference Librarian which resolves operational problems and supervises staff.

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

Guidelines are in the form of stated objectives for the section, unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project.

Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

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

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

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

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

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

Supervises two or more employees who do not supervise.

## ESSENTIAL DUTIES

Catalogs specialized and foreign language materials, including the use of non-Roman script or non-standardized information.

Implements and interprets policies and procedures developed by higher level managers. Develops, recommends and coordinates the implementation of new procedures for the assigned function.

Plans, schedules, coordinates, assigns work and establishes priorities for subordinate employees based on goals and individuals capabilities.

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.

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

Establishes performance goals, assesses performance throughout the year, and formally evaluates the employee.

Reviews work upon completion for adherence to guidelines and standards.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

Researches developments in catalog methodology, rules, classification, and automated information retrieval systems.

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:***

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

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.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

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

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

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

Skill in developing and implementing policies and procedures relative to the work assignment.

Skill in reviewing and obtaining information relative to the work assignment

***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.

***Working Environment:***

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

***Education Requirement:***

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

***Experience Requirement:***

Two year of professional experience performing cataloging functions in an on-line environment.

***Education/Experience Equivalency:***

An advanced degree in a collection specialty may be substituted for one year of the minimum experience required.

***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** This places the class specification in the new CSA format as part of a maintenance study.