

HEWITT TEXAS

Job Title: Library Specialist (Cataloger)

Department: Library

Location: Hewitt Public Library

Reports to: Library Director

Date: 3/2/2018

Grade: 12	Type of Position: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: Under the general supervision of the Library Director, the Cataloger coordinates and manages all facets of comprehensive collection development to ensure responsiveness to public needs and interests. Ensures integrity of the library's bibliographic database through adherence to accepted cataloging rules and practices.

Essential Functions: Perform specialized duties for collection development to include but not limited to selection/deselection, weeding, gifts and exchange, disposal, and public input and information on selection and on order information.

Coordinate activities with other library employees. Work with staff and provide leadership in developing recommended changes and improvements. Research new approaches and tools for selection and replacement programs. Purchase and prepare books for shelf-ready. Keep Director informed concerning work progress, including present and potential work problems and suggestions for improved ways of collection development.

Purchase materials and books following library policies and procedures. Select and acquire all current materials to meet the level of Collection Development indicated by policy. Analyze and evaluate existing collection to determine materials that need to be weeded. Process all materials. Perform copy cataloging, and original cataloging when needed. Order and maintain supplies necessary for processing and repair of library materials.

Stay abreast in current trends in publishing. Perform other related duties as assigned. Regular and consistent attendance for the assigned work hours is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Knowledge and keen interest in books and information; knowledge of bibliographic standards and practices including Anglo-American cataloging rules, Dewey Decimal Classification, and Library of Congress Subject Headings; knowledge of budgetary practices. Ability to plan, develop, and organize activities; ability to communicate effectively and courteously with patrons, both orally and in writing; ability to operate moderately complex computer automated library system. Knowledge of library circulation duties; knowledge of internet; knowledge of personal computers. Must be able to hear, comprehend and respond to library patrons both in person and in telephone conversations.

Required Education, Experience, and Qualifications: Bachelor's Degree or equivalent combination of education and experience to provide the necessary expertise. A valid Texas class C Drivers License.

Preferred Education, Experience, and Qualifications: Master of Library Science degree from an ALA accredited college or university. Experience in cataloging.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Must be able to push loaded book cart weighing approximately 300 pounds on level floor and up ramp. Sit and stand for extended periods of time. Frequent reaching, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 50 pounds. Must have visual ability to see computer screens. Requires mental alertness, focus, and attention to details.

Machines, Tools, and Equipment: Equipment utilized includes personal computer, copier, calculator, fax machine, cash register, personal digital assistant, other standard office equipment, and personal or department vehicles.

Expected Hours of Work: Must be able to work varied schedules that may include evenings and weekends.

Work Conditions/Environmental Factors: The essential functions of this position are performed in an indoor office setting at the library, in a frequently dusty atmosphere with potential exposure to airborne pathogens. Occasional exposure to the outdoors for library programs and activities.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____