



Staff Member:

Position Title: Library Assistant II, Cataloging

Category: I

Reports to: Cataloging and Acquisitions Services Manager

FLSA: Non-exempt

Job Summary:

Performs original and copy cataloging, database maintenance activities, creates item records, and serves as a cataloging ambassador among member libraries.

Essential Functions:

All Staff:

1. Follows the LSLC guiding principles.
2. Meets continuing education goals.
3. Prioritizes work in accordance with departmental goals.
4. Serves as an integral member of and contributes leadership for the department.
5. Contributes to discussions of departmental activities and presents ideas for improvement.
6. Collaborates and assists with projects outside of department to further LSLC strategic goals.
7. Resolves member library questions and complaints.
8. Creates documentation and procedures in relation to work.

Position-Specific:

1. Performs derived, original, and copy cataloging with adherence to standard cataloging documentation and procedures, including assigning call numbers using DDC according to established policies and creating item records.
2. Works collaboratively with other catalogers and member libraries to make resources discoverable and usable; contributes to planning and implementing cataloging activities.
3. Stays current in the areas of cataloging, database maintenance, authority control and ILS functionality.
4. Performs routine and special project database maintenance activities and reports.
5. Provides training in linking/item record creation for member library staff.
6. Creates reports and documentation as directed by the manager of the department.
7. Acts as a backup for ordering, physically receiving deliveries, and responding to library requests for supplies.
8. Observes workflow within the department and adjusts activities and focus to anticipate or correct slow-downs.
9. Performs related or similar duties as directed or assigned.

Duties are performed in accordance with professional library practices. Travel is required.

Education and Experience:

1. High school diploma or equivalent required
2. BA/MLS preferred.
3. Minimum one year cataloging experience in a public library setting preferred.

Required Competencies (Knowledge, Skills and Abilities):

All Staff:

1. Able to take direction; manage multiple priorities and prioritize work.
2. Follows and supports LSLC's strategic plan.
3. Willingness to learn new technologies and methods, suggesting new ideas for implementation.
4. Effective communication skills, including but not limited to: Phone, email, in-person etiquette.
5. Proactive and self-motivated problem solver; able to resolve questions and issues from member libraries and the general public in a polite and helpful manner.
6. Ability to work independently or in a group as needs dictate; ability to lead or otherwise assist a team or committee when necessary.
7. Strong organizational skills, including punctuality and attention to detail.
8. Basic knowledge of or quick aptitude in learning how to use standard office software (Microsoft Office/Windows), email and equipment; ability to learn System or industry-specific software and equipment; knowledge of or ability to learn basic website editing.
9. Possession of or the ability to obtain a valid PA Driver's License at employee expense.

Position Specific:

1. Ability to communicate effectively in English (written/oral)
2. Knowledge of standard cataloging documentation and procedures.
3. Ability to maintain a consistent standard of cataloging quality and output.
4. Knowledge of Integrated Library Software functions.
5. Experience with RDA, MARC21, AACR2 and DDC.
6. Ability to sit for extended periods of time.
7. Ability to lift 30 lbs.; unpack, shelve, and shift large quantities of library materials.
8. Ability to push and pull carts weighing up to 75 lbs.

Physical and Environmental Conditions:

Work typically requires light physical effort in the handling of light materials, boxes or equipment. Work may occasionally demand strenuous effort in the handling of moderately heavy boxes or materials. Work may require sitting or standing for extended periods of time.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and, training rooms and libraries, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.