

Cataloging/Technical Services Librarian

Reports to: Director of Library Services and Operations
Range: Exempt / AFSCME Cataloger Salary Schedule
\$59,131 - \$68,116
52-week position, 40 hours per week
Supervises: Technical Services Clerk

Summary: The Cataloging Technical Services Librarian organizes and maintains access to the library's collections through cataloging, database management, and technical services operations. This position oversees processing and supervises the Technical Services Clerk, monitors related budget lines, and works with vendors. The schedule for the Cataloging Technical Services Librarian is Monday through Friday 9:00 a.m. to 6:00 p.m.

Duties

1. Performs original and copy cataloging, classification, and processing of print and non-print library materials in a timely and accurate manner.
2. Maintains and applies cataloging policies, procedures, and nationally accepted bibliographic standards to ensure consistent organization and access.
3. Maintains bibliographic and patron databases to ensure accuracy of records.
4. Develops and implements procedures for the technical services department and provides recommendations for improving departmental operational efficiencies.
5. Places orders for librarian-selected materials, processes vendor invoices, monitors collection budget lines, and communicates with vendors to resolve order or billing issues.
6. Oversees the receiving, processing, and disposition of all library materials, including repairs.
7. Directs and supervises the Technical Services Clerk, including training, scheduling, and providing direction.

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8. Researches, evaluates, and recommends vendors to support collection development, cataloging, and technical services.
9. Runs reports, compiles statistics, and assists with collection audits.
10. Orders supplies related to technical services and materials processing.
11. Prepares for and assists with interlibrary loan services through MelCat if implemented.
12. Provides public service desk coverage as needed.
13. Participates in library and community committees and community engagement activities as needed.
14. Participates in professional development opportunities and keeps abreast of trends related to technical services librarianship.
15. Performs other duties as assigned.

Qualifications and Job Requirements

1. The job requires an MLS/MLIS Degree from an ALA accredited library school.
2. Knowledge of cataloging standards and practices, including MARC records, RDA, and Library of Congress Subject Headings.
3. Knowledge of library classification systems such as Dewey Decimal classification.
4. Familiarity with integrated library systems (ILS), bibliographic utilities, and vendor ordering platforms.
5. Ability to create, edit, and import bibliographic and item records in the library catalog.
6. Ability to maintain accurate records and perform detailed work with a high degree of precision.
7. Ability to place and track orders, process invoices, and monitor expenditures within assigned budget lines.
8. Strong organizational and time-management skills with the ability to manage multiple tasks and deadlines.
9. Ability to communicate effectively with vendors and library staff regarding orders, records, and materials processing.
10. Ability to work independently and collaboratively in a technical services environment.

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11. Ability to learn and adapt to evolving cataloging standards, library technologies, and technical services procedures.

Working Conditions:

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise, though there may be some outdoor work in temperate weather.
2. Requires regular travel between community locations, and may include out of county or out of state travel for meetings and conferences.
3. Work hours may be varied, including evenings and weekend hours.
4. Frequent sitting/standing in one position for extended periods of time.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

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