

INDIANHEAD FEDERATED LIBRARY SYSTEM
Job Description

Job Title: IFLS Shared Services Cataloger
Reports To: Technology and MORE Coordinator
FLSA Status: Exempt
Date Approved: November 28, 2012

SUMMARY

The IFLS Shared Services Cataloger works to ensure the integrity of the MORE database and the effective operation of MORE-member libraries that are participating in IFLS's Shared Service Program. Performs such activities as creating and updating bibliographic, authority, item and order records.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Implements approved database standards

Assists with maintaining authority control through addition/correction of authority controlled headings

Searches OCLC and z39.50 for complete cataloging records

Assigns call numbers based on the Dewey Decimal System and local library practices

Assists with establishing and implementing procedures related to quality control and adding data to the MORE database

Performs tasks which maintains the quality of the MORE databases

Assists with the implementation of new MORE libraries

Implements new modules for MORE member libraries

Assists with development of MORE long range plan

Serves on MORE committees

Other duties as assigned or required

Computer skills needed: Intermediate skill level in word processing, designing and using databases and spreadsheets, using the Internet including search engines and e-mail, presentation software, and searching databases

Ability to use a phone, computer, video/digital camera, VCR, printer, fax machine, copier, video display unit, camera, and other training technology

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Required: A Bachelor's degree with public library experience in one or more areas circulation; cataloging; serials or acquisitions

Preferred: Master's degree (M.A.) in Library Science from an ALA accredited program, a minimum of three years experience in a consortium environment training and familiarity with Innovative Interfaces ILS preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers or regulatory agencies. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public group, elected officials, or boards of trustees.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to interpret ILS statistics.

REASONING ABILITY

Ability to work with mathematical concepts such as probability and statistical inference. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands/fingers to handle or feel. The employee is required to stand; walk; reach with hands and arms; stoop; kneel; crouch; and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities that may be required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.