



Illinois Heartland Library System

Position Description

Position Title: Cataloging Assistant II

FLSA: Non-exempt

Location: ALL

Employee Type: Full-time or Part-time

Pay Type: Salaried

Fiscal Classification: Support Services

Salary Grade: 5

Summary:

The Cataloging Assistant II performs original and copy cataloging based on current standards, performs database maintenance and authority control, and assists in training. The Cataloging Assistant II provides inventory support for new SHARE members and assists in resolving cataloging problems and maintaining the online catalog.

Essential Duties & Responsibilities:

- Perform original and copy cataloging for LLSAP members of limited formats of library materials.
- Interpret and apply Library of Congress subject headings, the Dewey Decimal System, AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials.
- Maintain authority records and perform needed authority work in the database.
- Assist in providing training and inventory support to new SHARE members.
- Provides accurate and timely information in a language and format that is easily understood by members and colleagues.

Supervised by Cataloging Supervisor

Supervises: None

Minimum Education and Experience:

- Library Technical Assistant degree, applicable certification, or successful completion of cataloging class or equivalent experience.
- At least two years of experience in copy cataloging and classification of library material using Dewey Decimal classification, Library of Congress (LC) subject headings, machine-readable cataloging (MARC) records, Anglo-American Cataloguing Rules 2r, or RDA.

- Experience with computerized cataloging databases

Licenses or Certifications Required: Valid driver's license or ability to travel.

Knowledge, Skills, and Abilities Required:

- Knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library original and copy cataloging and classification.
- Knowledge of computerized cataloging, bibliographic and circulation system databases.
- Knowledge of standard bibliographic sources, bibliographic form and verification tools.
- Some knowledge of professional library theories, issues, and trends.
- Some knowledge of principles and methods for teaching and instructing individuals and groups.
- Good written and oral communications skills.
- Ability to establish and maintain effective working relationships with other IHLS employees and staff from libraries.
- Knowledge of principles and processes for providing customer service including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to work in an organization that embraces customer service.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, member libraries and job duties.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Must be able to concentrate on detailed information over an extended period of time.
- Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved June 2012
Revised June 2014