



Illinois Heartland Library System

Position Description

Position Title: Cataloging Supervisor

FLSA: Exempt

Location: All

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 9

Summary: Supervise and plan the work of cataloging staff to facilitate the workflow and providing direction regarding cataloging, as well as perform original and copy cataloging, responding to cataloging-related inquiries or problems and providing cataloging training. This position also identifies the need and provides direction regarding maintenance of the Integrated Library System (ILS) database to include changes to system configuration.

Essential Duties & Responsibilities:

- Performs original and copy cataloging of all formats of library materials to facilitate their identification, access, and use.
- Maintain the integrity of the bibliographic database to include adding, deleting, and editing bibliographic records, as well as authority control.
- Trains SHARE members on cataloging and updates to cataloging standards.
- Interprets and applies relevant standards such as Library of Congress subject headings, the Dewey Decimal System, Library of Congress classification, AACR2, RDA and the On-line Computer Library Center (OCLC) manuals in cataloging and classifying library materials.
- Answer cataloging questions.
- Write and maintain cataloging policies and manuals, as well as maintain cataloging content on the IHLS website.
- Coordinate and facilitate meetings of the LLSAP catalogers group.
- Coordinate configuration of integrated library system tables.
- Manage cataloging staff and activities.
- Review activity reports, and other performance data to measure productivity and goal achievement, and/or program improvement.
- Prepare statistical reports.
- Provides accurate and timely information in a language and format that is easily understood by members and colleagues.

Supervised by: SHARE Bibliographic Services Manager

Supervises: Catalogers, Cataloging Assistant I and II.

Minimum Education and Experience:

- MLS from an ALA-accredited library school or 2:1 work experience, 12 years
- Five years professional experience in original cataloging and classification using MARC records and OCLC in an automated environment or a LTA/AA
- Seven years experience in original cataloging and classification.
- Experience working with authority work (NACO preferred).
- Experience indexing in an automated environment.

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

Knowledge, Skills, and Abilities Required:

- Excellent knowledge of the principles and procedures of professional library work including methods, practices, techniques of library cataloging and classification.
- Extensive knowledge of standard bibliographic sources, bibliographic forms and verification tools.
- Good knowledge of computerized cataloging, bibliographic and circulation system databases.
- Knowledge of professional library theories, issues, and trends.
- Knowledge of current library technologies.
- Knowledge of principles and methods for curriculum and training design, teaching, and evaluation for individuals and groups.
- Knowledge of business and management principles involved in planning, resource allocation, human resource functions, leadership technique, production methods, and the coordination of people and resources.
- Ability to set goals and deadlines for staff
- Ability to analyze internal processes and recommend and implement procedural changes to improve operations.
- 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 logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to use a computer and Microsoft applications such as Word and Excel.
- Ability to establish and maintain effective working relationships with other staff, government representatives, and member libraries.
- Ability to be timely in responding to requests.
- Ability to perform detail-oriented tasks.
- 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:

Cataloging Supervisor (continued)

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 and regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing, writing, 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