

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Cataloging Librarian II - CMS**

Dept.: **CMS**

Job Code Number: **10221**

Reports to: **Manager, CAPS**

Grade Number: **17, Represented**

Effective Date: **February 2006**

FLSA Status: **Exempt**

General Position Summary

Perform cataloging and classification of library materials using online databases in accordance with current international cataloging standards, local and KCLS practices. As assigned, lead system wide projects in the department working collaboratively with project partners. Provide expertise to patrons and staff regarding the retrieval of information via the library's online catalog. Participate in development of departmental policies and procedures with other librarians in a team environment.

Essential Duties/Major Responsibilities: Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Assist in developing and implementing system-wide projects working collaboratively with impacted KCLS department/library staff, service providers and vendors.
2. Prepare documentation and training tools and participate in delivery of staff training sessions.
3. Provide accurate and thorough online description and access points for print and nonbook materials in the Library's collection.
4. Create original Machine Readable Cataloging (MARC) records and update OCLC records to add to the Library's online catalog.
5. Classify using the Dewey Decimal Classification or other mandated systems and construct call numbers for materials added to the Library's collection.
6. Provide overall direction and assistance to subordinate staff in performing cataloging activities and other department functions.
7. Respond to inquires from other KCLS departments/libraries about cataloging practices, online catalog functions, and department policies.
8. Lead and participate with other team members in the development and/or revision of departmental policies, procedures and systems.
9. Participate in budget process in assigned area of specialization.
10. Assist in preparing statistical and other reports and analyses.

Secondary Duties:

1. Serve as the department's representative on various committees.
2. Attend conferences, workshops and training sessions as part of on-going professional development.
3. Act in the capacity of CAPS Manager during manager's extended absence, as assigned.

4. Perform other related duties as required or as assigned.

Communication:

Incumbents have regular contact with internal customers and occasional contacts with library patrons and vendors. Contacts are either by phone, electronically or in-person and can be both one-on-one situations or group settings. Sensitive confidential information may occasionally be discussed.

Initiative:

Some supervision is required for new or unusual situations or assignments, and only limited supervision is provided for regular work. Incumbents operate from established and well-known procedures (on a general basis) and is responsible for problem solving with others within own department. Assignments such as creating MARC bibliographic records and determining appropriate classification involve a high degree of complexity. Incumbents encounter work situations that requires decision-making, problem-solving and/or recommendations within the scope of the assignment. Non-routine decisions may be subject to review. Decisions are typically made within general organizational policy constraints and guidelines.

Accountability:

Assigned responsibilities are typically at the work unit or departmental level in a lead capacity attaining successful or positive outcomes. The position encounters interruptions requiring flexibility. Refined planning and goal-setting skills are required and the incumbent plans for economic issues as part of a group activity. Program development, which could be significant at the department level, is part of the job. Decisions have impact across the library system in terms of access to a selection of materials. An error or delay in work may adversely affect service to the public by impeding access to library materials. A supervisor or other employee within the department checks work occasionally.

Leadership:

The position is responsible for mentoring subordinate staff as a professional librarian and takes a leadership role in modeling and promoting KCLS values within the department.

## DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Two years of progressively responsible training, experience, or study is typical evidence of ability to perform the essential duties and responsibilities of the position.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of AACR2 and other cataloging rules and interpretations and MARC format.
- Thorough knowledge of Dewey Decimal Classification system and Library of Congress subject headings and other cataloging factors.
- Considerable knowledge of project management practices.
- Considerable knowledge of English and math.
- General knowledge of wide range of subjects in order to appropriately classify and select materials for the collection.
- Working knowledge of automated library systems and online databases.
- Working knowledge of patron needs and interests.
- Working knowledge of print, non-print and electronic resources available from a wide number of sources, including publishers, the Internet, and library and vendor-based systems.
- Knowledge and support of the principles of intellectual freedom.
- Knowledge of technical services functions and services.

Ability to:

- Create accurate and thorough MARC descriptions of print and non-book material.
- Effectively classify materials and assist with creative solutions to more complex technical issues.
- Recognize and set priorities and organize and coordinate own work and work of department staff in relation to other work flows in the department.
- Identify departmental inefficiencies and recommend systems and procedures to improve efficiency, reduce costs and provide better service.
- Use diplomacy and tact to establish and maintain positive relationships with internal customers, subordinates, peers, vendors and patrons.
- Clearly, succinctly, and effectively communicate ideas and thoughts both verbally and in writing.
- Operate with a minimum of supervision and work collaboratively in a team environment to resolve problems.
- Manage time to maximize productivity.
- Operate computers, printers, copiers, and any other equipment commonly utilized in a functional area.

Skill in:

- Use of computer hardware and software including the Internet and electronic databases.
- Diagnosing problems and developing solutions.
- Listening to, understanding, interpreting and effectively responding to the concerns of system users.
- Establishing and maintaining good customer relations.
- Working collaboratively within a team and as a team lead.

- Developing, documenting and implementing new systems, procedures and practices across the system.
- Providing work direction and general support to subordinate staff.

### SPECIAL REQUIREMENTS

Must have a valid Washington State driver's license at time of appointment.

### PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds and push and pull up to 120 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### WORK ENVIRONMENT

Work is performed in a normal office environment. The position is subject to constant sitting, extensive close work (eyestrain) and extensive PC monitor work. There may be some exposure to angry or hostile individuals.

### CAREER PATH:

Other librarian positions depending on education and experience.  
Manager, CAPS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
HR Manager

Final: 12/06/05  
Revised: 02/08/06