

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Librarian I – Collection Management Services**

Dept.: **CMS (Selection/Cataloging)**

Job Code Number: **10223**

Reports to: **Varies**

Grade Number: **16, Represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary

Perform professional librarian assignments pertaining to the selection, development, maintenance cataloging and classifying of the KCLS materials collection. Serve as system-wide expert in cataloging in a specialized area (i.e., music, adult, children's, young adult) or format (scores, recordings, audio books, etc.). 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. Select and maintain materials for distribution to all KCLS community library collections, as selection assignment.
2. Create and classify original Machine Readable Cataloging (MARC) records .Upgrade copy cataloging or minimal level cataloging for the Library's online on-line catalog, as assigned..
3. Maintain and update the bibliographic, authority and holdings databases.
4. For cataloging assignment, resolve complex bibliographic, holdings and authority record problems in the on-line catalog.
5. Assist as a liaison between department and designated community libraries regarding any issues within assigned area.
6. Participate with other team members in the development and/or revision of departmental policies, procedures and systems.
7. Participate in budget process in assigned area of specialization.
8. Provide training and direction to subordinate staff as assigned.
9. 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. Perform other related duties as required or as assigned.

Communication:

Contacts are normally made with KCLS employees and customers, vendors, etc., in individual or group settings. Contacts are regularly made on the incumbent's initiative, a supervisor's request or are initiated by a third party. The assigned position has a requirement to interact with internal customers regularly. Communications occasionally contain discussion about confidential or sensitive matters.

Initiative:

The position operates from established and well-known procedures (on a general basis) and is responsible for problem solving with others within own department. The selection assignment involves a high degree of complexity relating to balancing system collection needs with the needs of local community libraries and coordinating purchasing for multiple locations across multiple budgets. The cataloguing assignment occasionally involves a high degree of complexity in determining appropriate classification. The position encounters recurring work situations with occasional variance from the norm and operates independently with a minimum of supervision. Decisions are typically made within general organizational policy constraints and guidelines.

Accountability:

The position encounters regular interruption requiring some flexibility. Refined planning and goal-setting skills are required and the incumbent plans as part of a group activity. Some strategic planning is required at the facility/department level. 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. 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's of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Evidence of training, experience, or study in a relevant functional area.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of Dewey Decimal Classification system and Library of Congress subject headings and other cataloging factors.
- 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 patron needs and interests.
- Knowledge and support of the principles of intellectual freedom.
- Knowledge of technical services functions and services.
- Thorough knowledge of AACR2 and other cataloging rules and interpretations and MARC format.
- 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.

Ability to:

- Effectively classify and select materials.
- Creatively develop accurate and precise material descriptions.
- Evaluate materials collection, policies, procedures and structure to improve
- Identify departmental inefficiencies and recommend systems and procedures to improve efficiency, reduce costs and provide better service.
- Operate computers, printers, copiers, and any other equipment commonly utilized in a functional area.
- Use diplomacy and tact to establish and maintain relationships with internal customers, subordinates, peers, and vendors.
- 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 find solutions to problems.
- Manage time to maximize productivity.

Skill in:

- Use of computer hardware and software including the Internet and electronic databases.
- Diagnosing problems and developing solutions.
- Listening to, understanding and interpreting the concerns of system users.
- Establishing and maintaining good internal customer relations.
- Providing work direction and general support to clerical 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.

CAREER PATH:

Selection Librarian II

Other librarian positions depending on education and experience.

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: 7/31/01