



Job Description

<i>POSITION TITLE:</i>	Senior Cataloger
<i>CLASSIFICATION:</i>	Librarian
<i>REPORTS TO:</i>	Support Services Manager
<i>DIRECT REPORTS:</i>	None
<i>SALARY RANGE:</i>	26 (starting at \$42,971)
<i>STATUS:</i>	Full-time (40 hrs/week); Non-exempt

SUMMARY OF RESPONSIBILITIES

The Senior Cataloger has the responsibility of cataloging books, media, and emedia, using OCLC and Innovative Interfaces, Inc. (III).

RESPONSIBILITIES

- Catalogs materials in a consistent and timely fashion.
- Presents a professional, respectful and friendly image to library vendors, customers and other employees.
- Allocates responsibilities of staff and volunteers within the Technical Services Department.
- Keeps up to date on cataloging, classification and technology through professional reading and workshop attendance.
- Prepares monthly reports including relevant statistics.
- Performs both original and copy cataloging on OCLC and transfers records to III.
- Enters and edits MARC records in III.
- Responsible for authority control.
- Participates in professional library organizations and assist library and professional organizations with presentations and information sharing.
- Takes part in processing of new materials as necessary.
- Takes part in collection maintenance as necessary: weeding and mending.
- Supervises Technical Services in the absence of the Manager/Support Services.
- Occasionally serves as a substitute librarian for other departments.

POSITION REQUIREMENTS

- Master's Degree in Library Science from an ALA accredited program.
- Knowledge of RDA, Dewey Decimal Classification System and Library of Congress subject headings.
- Knowledge of and experience with automated cataloging systems [including OCLC].
- Excellent oral and written communication skills.
- Positive work attitude and have the ability to interact well with others.
- General knowledge of information technology and be committed to continued individual development.
- Knowledge of a foreign language a plus.

For Application and other details see the Westerville Public Library website Careers page at <http://westervillelibrary.org/careers>.

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