

Position Title: Cataloging and Collection Supervisor

Department: Library and Collection Services

Reports To: Library and Collection Services Manager

Hours: Full-Time (37.5 hours/week)

Job Classification: 109

FLSA Status: Exempt

Certification Level: LC6

POSITION SUMMARY:

Responsible for all technical services functions pertaining to the acquisition, cataloging, processing, and maintenance of library materials. Supervises, schedules, and trains cataloging and processing staff within the Library and Collection Services Department. Assists with collection development and maintenance duties for adult and youth services. Shares local administrator duties for the Evergreen Indiana system.

SUPERVISORY RESPONSIBILITIES:

Direct supervisor of Cataloging and Acquisitions Assistant in the LCS Department.

EDUCATION AND CERTIFICATION REQUIREMENTS:

- Masters of Library Science degree from ALA-accredited school
- Ability to acquire a Librarian Certificate 6 (LC 6) as described by Librarian Certification Administrative Rule 590 and the Indiana Public Library Certification Manual
- Ability to acquire and maintain Certified Evergreen Indiana (Cat1) status

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Three years of professional experience in a public library setting, including one year of supervisory experience
- Knowledge of bibliographic-maintenance standards and practice, including RDA, AACR2, Dewey Decimal Classification, Library of Congress subject headings, MARC records, and library automation
- Significant library technical services work experience, primarily cataloging
- Library reference work experience, public library experience preferred
- Collection Development experience

ESSENTIAL DUTIES:

- Oversees ordering and acquisition of all library materials and supplies, including receiving and routing items and invoices to appropriate departments; ensures that library collection materials are ordered, cataloged, processed, and available by their street-date;
- Performs cataloging functions of all library materials (physical and digital), and ensures bibliographic maintenance standards are met according to Evergreen Indiana policies and procedures; trains and advises cataloging staff;
- Trains and advises LCS staff, identifying and solving problems with the ILS system, bibliographic records, processing, and shelving issues; ensures uniform cataloging and processing of materials;
- Assists department managers with collection maintenance projects as needed;
- In collaboration with Community Central manager, coordinates memorial and gift purchases, accommodating special requests when necessary;
- In collaboration with LCS manager, serves as Evergreen local admin; assists with system operations and upgrades, serves as liaison with EI support staff to troubleshoot and resolve

issues; communicates with library staff all pertinent Evergreen news and information; performs reporting functions as needed by staff;

- Collects and maintains relevant library statistics;
- Performs evaluations of supervised staff on an annual basis;
- Submits approved timecards for supervised staff in a timely manner;
- Participates in the selection, supervision, training, development, and evaluation of LCS staff as needed.
- Covers at other service desks as needed; serves as Manager-In-Charge on designated nights and weekends.

GENERAL KNOWLEDGE AND EXPECTATIONS:

- Provides prompt, attentive, friendly customer service, in-person and by phone;
- Adequate proficiency in the use of computers, tablets, mobile devices, applications, and app stores, as well as standard office technology (software, peripherals, and public equipment);
- Excellent English communication skills (oral and written), as well as presentation and instructional skills; bilingual language skills helpful;
- Possesses excellent interpersonal and customer service skills, with the ability to interact harmoniously and communicate well in a timely manner;
- Exhibits strong organizational and problem-solving skills and is able to work independently and efficiently with minimal supervision;
- Familiarity and interest in current books, authors, movies, music, general interests, technological equipment, and technological trends;
- Awareness of current public library practices, trends, and technologies;
- Participation in library events and outreach efforts;
- Attends and participates in staff and departmental meetings; willingness to serve on committees at a library and consortial level;
- Attends workshops, roundtables, webinars, and conferences that are relevant to job position and makes suggestions for improved services and work processes accordingly;
- Maintains a neat, clean, and professional appearance;
- Complies with library policies and procedures; supports and contributes to overall library mission and goals;
- Maintains reliable attendance by arriving to work as scheduled and on time;
- Other various duties as assigned.

WORKING CONDITIONS:

This position is primarily performed in an office environment. Applicant must possess the physical dexterity and mobility to work throughout a large, fast-paced service area; must be able to safely carry items and maneuver carts weighing at least twenty pounds, with some bending, stretching, and reaching included.

Background investigations are required, however a criminal history will not necessarily exclude an individual from consideration for a position or from continuing employment.

POSITION HOURS:

This is a full time position and requires 37.5 hours per week, including some nights and weekends.

SALARY:

This position is classified as a Level 109 on the Library's salary schedule.

Salary range begins at \$31,687.50 and is commensurate with experience.