

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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| TITLE: | Cataloging Specialist | REPORTS TO: | Program Manager, Instructional Media |
| DEPARTMENT: | Library and Media | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | WORK YEAR/HOURS: | 12 Months |
| ISSUED: | October 12, 2004 | SALARY GRADE: | 029 AASD Supervisors' |

BASIC FUNCTION:

Organize and supervise operations of Central Cataloging that provides services necessary to catalog library and multi-media instructional materials for use in district schools and the Instructional Media Center.

REPRESENTATIVE DUTIES:

(Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan and supervise the activities of Central Cataloging catalogers and cataloging clerks at the Instructional Media Center where library books, reference books, and textbooks and nonprint materials are cataloged. **E**

Maintain practices consistent with standard library cataloging procedures. **E**

Supervise the work of the Instructional Media catalogers and cataloging clerks in establishing accurate main entries and union catalog according to Anglo-American Cataloging Rules (2nd edition, revised). **E**

Supervise and assign original cataloging for all print and non-print library materials using on-line cataloging data and monitor current cataloging data on the district's Horizon Library System. **E**

Participate in establishing district training for IMC catalogers, cataloging clerks, and appropriate school library staff. **E**

Participate in decision-making and establishing district policy regarding the cataloging of print and non-print instructional materials by working closely with K_12 schools and the IMC staff to facilitate the timely cataloging and processing of instructional materials. **E**

Assist in monitoring and implementing the cataloging department budget. **E**

Prepare monthly statistical reports. **E**

Maintain the union Horizon catalog of all books and nonprint materials cataloged centrally for site and IMC library collections. **E**

Support K-12 school libraries with Horizon support, including cataloging demonstrations and training. **E**

Perform other duties reasonably related to the job class.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from an accredited college or university and three years of recent library cataloging experience, including two years of supervisory experience. Graduation from an accredited college with a Master's Degree in Library Science (MLS) is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Theories, objectives, and principles of library science.

Library practices and procedures for K-12 libraries.

Procedures and techniques for classifying and cataloging book and non-book library materials, specifically MARC formats, Anglo-American Cataloging Rules (2nd edition, revised), Dewey Decimal Classification system, Sears subject headings, Library of Congress subject headings, and Library of Congress author and subject authority records.

Functions and characteristics of computer-based library systems.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

ABILITY TO:

Supervise the work of instructional media catalogers, catalog clerks and clerical staff.

Manipulate MARC records at the DOS level.

Implement department policies and procedures.

Exercise independent judgment and to assume responsibility.

Monitor budgets and apply modern office management practices.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 7014

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