



**Niles Public  
Library District**

## **Job Description**

Job Title: Assistant—Cataloging  
Department: Technical Services  
Reports To: Technical Services Supervisor  
Classification: Grade 5  
Status: Non-exempt

### **JOB SUMMARY**

Under the direction and supervision of the Technical Services Supervisor, the Cataloging Assistant catalogs and classifies new materials for the Collection. Reclassifies items as necessary. Updates, enhances, and modifies bibliographic and item records in the Library's integrated software as needed.

### **DUTIES AND RESPONSIBILITIES**

#### **A. Essential Functions**

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. Downloads MARC records from OCLC into the online catalog, enhancing them and verifying headings against local and national authority files.
7. Classifies materials, assigning shelf locations in accordance with national, consortial, and local standards. Reclassifies as necessary.
8. Consults Lead Cataloger on difficult cataloging and classification issues.
9. Assists the Acquisitions staff with bibliographic issues. Downloads records and creates preliminary data records for ordering purposes.
10. Participates in database cleanup projects.
11. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

#### **B. Secondary Functions**

1. Performs other duties as assigned by the Technical Services Supervisor.
2. May upload new copy MARC records into OCLC, or upgrade its Level 3 records.
3. May recommend new name or subject headings to the CCS Authorities Librarian.
4. May participate in creating or updating local cataloging and classification guidelines.
5. May participate in cataloging committees that keep the CCS cataloging manual up to date.
6. May assist in evaluating repairs of damaged materials.
7. May recommend purchases for the Technical Services Professional Collection.

### **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to represent the Library in a professional manner.
8. Ability to work in an office environment.
9. Understanding of the role of Technical Services in carrying out the Library's mission.
10. Knowledge of cataloging and classification practices, techniques, and technology.
11. Knowledge of Dewey Decimal System, Anglo-American Cataloging Rules, Library of Congress Subject Headings, and Cuttering guidelines.
12. Understanding of requirements for enhancing OCLC records.

### **PHYSICAL DEMANDS**

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

### **EDUCATION, EXPERIENCE, AND TRAINING**

1. Library Technical Assistant Certificate or related experience.
2. Knowledge of library resources related to cataloging and classification.
3. Ability to apply the principles and practices of Technical Services effectively.
4. Any combination of education, experience, or training that satisfies the requirements of the position.

### **ADDITIONAL REQUIREMENTS**

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.