



The Urbana Free Library

# LIBRARY ASSISTANT 1 – CATALOGING CLERK – FULL TIME/PART TIME

## JOB DESCRIPTION

<b>Department:</b> <del>Acquisitions</del> <del>Services</del> <u>Collections</u>	<b>Benefits:</b> Yes (pro-rated for PT)
<b>Division:</b> <del>Collection Access Services</del> <u>N/A</u>	<b>Time:</b> General minimum of 39 hours per week for Full Time and 20 hours per week for Part Time. Part-time employees may work additional hours above the 20 base hours as requested by their supervisor for the Library’s needs.
<b>Job Type:</b> Civil Service (FT); Non-Civil Service (PT)	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> <del>Acquisitions</del> <u>Collections</u> Manager	<b>Pay Grade:</b> 23

### JOB SUMMARY

The ~~Acquisitions~~Library Assistant 1 – Cataloging Clerk works in a highly automated environment and performs detailed technical and clerical work that involves receiving Library materials, verifying invoices, and corresponding with vendors and processing of library materials; and maintenance of the online catalog, including searching, selecting, editing, and data entry of bibliographic and item records; ~~and maintenance of the physical collection including mending of materials and discarding damaged items.~~ -The Library Assistant 1 – Cataloging~~Acquisitions~~Cataloging Clerk reports to the ~~Acquisitions~~Collections Manager.

### ESSENTIAL FUNCTIONS

- Searches, selects, edits, and enters data into the online catalog.
- Performs descriptive cataloging.
- Works with librarians and department heads to maintain catalog integrity.
- Receives ~~and processes Library materials~~Library materials, verifies invoices, and corresponds with vendors.
- ~~Corresponds with vendors and processes invoices.~~

- ~~• Prepares statistics as requested.~~
- Provides detailed processing instructions to Library Assistant 1 – Acquisitions Services and Library Assistant 1 – Collections staff ~~hourly clerks~~.
- Monitors departmental workflow and assists in implementing procedures.
- Inventories collection.
- Participates in Library-wide committees and activities.
- Attends department and other meetings as scheduled.
- Carries out Performs other related duties as assigned.

## **JOB REQUIREMENTS**

### **Education & Experience**

- ~~Graduation from high school~~ High school diploma or equivalent required.
- ~~• 25 words per minute keyboarding skills.~~
- One year continuous, successful work experience required.
- Two years prior successful Library experience preferred.
- Cataloging experience preferred.

### **Knowledge of**

- General office and clerical procedures required.
- Word processing and spreadsheet software desired.
- ~~• General office and clerical procedures required.~~
- Polaris ILS and OCLC Connexion desired.

### **Skills**

- Accurate keyboarding.
- Exceptional orientation attention to detail and neatness.
- Dependability and honesty.
- Physical strength and agility to perform assigned tasks.

### **Ability to**

- Master complex, detailed routines.
- Understand and follow detailed oral and written instructions.
- Learn and follow all relevant Library policies.
- Complete work with speed and accuracy and handle frequent, sudden task changes effectively.
- Work in a team atmosphere in a consistently cooperative manner.

- Communicate effectively orally and in writing.
- Assume responsibility and work neatly, efficiently, and accurately without direct supervision.

### **Licenses, Certifications, and Memberships Required**

- None.

### **CONTACTS: INTERNAL/EXTERNAL**

- Daily contact with ~~Acquisitions~~ Collections team members and other Library staff.
- Regular email or telephone contact with vendors and occasional meetings with vendor representatives.

### **SUPPLEMENTAL INFORMATION**

**Working Environment:** *The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work will occur primarily at The Urbana Free Library.
- Occasionally, employee may attend off-site training or conferences.
- Typical work schedule is day-time, weekday hours, but schedule must be flexible to accommodate the needs of the department.

**Physical Strength and Agility:** *Physical strength and agility sufficient to perform assigned tasks:*

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear.
- The employee is frequently required to use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.
- Hearing: Hear in the normal audio range with or without correction.
- Other: Lifting, pushing, and keyboarding.

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*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 the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**The Urbana Free Library is an Equal Opportunity Employer.**

Last updated: ~~June~~ April 202~~3~~1