

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CATALOGER

SALARY SCHEDULE: SSP11

COST CENTER: CURRICULUM AND INSTRUCTION (9054)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years recent experience cataloging print and non-print media materials using Dewey Decimal Classifications and Library of Congress subject headings.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of MARC record format. Demonstrated ability to catalog non-print materials in a timely manner. Able to demonstrate familiarity with automated cataloging systems. Ability to work effectively with cataloging tools, both print and non-print. Ability to use a variety of electronic sources. Computer proficiency. Ability to work cooperatively with others. Good oral and written communication skills. Flexibility. Tolerance for stress. Ability to prioritize. Organizational skills.

REPORTS TO:

Manager, Media / Instructional Materials, Fixed Assets and Materials Management

<p>JOB GOAL</p> <p>To support District by maintaining a timely flow of materials through the cataloging department.</p>
--

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Catalog, using established department standards, print / non-print media materials for school-based collections and the District multimedia collection.
- * (2) Use a variety of electronic sources to locate cataloging information, including CD ROMS, on-line services and the Internet.
- * (3) Enter original cataloging into departmental Media Track database using established standards.
- * (4) Work cooperatively with manager and media technicians in periodic departmental review of existing standards and procedures.
- * (5) Maintain library of current necessary resource tools needed to perform duties.
- * (6) Collaborate with other media centers and libraries in the community as needed.
- * (7) Carry out assignments to completion with little or no supervision.
- * (8) Maintain a courteous and professional manner.
- * (9) Maintain work area in a safe and secure manner.
- * (10) Use positive, effective interpersonal communication skills.
- * (11) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- * (12) Participate in workshops and training to update skills.
- * (13) Follow department policies and procedures.
- * (14) Keep supervisor informed of potential problems or unusual events.
- * (15) Respond to inquiries and concerns in a timely manner.
- * (16) Prepare all required reports and maintain all appropriate records.

CATALOGER (Continued)

- *(17) Follow all School Board policies and department policies and procedures.
- *(18) Exhibit interpersonal skills to work as an effective team member.
- *(19) Demonstrate support for the School district and its goals and priorities.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities