

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

CENTRAL CATALOGER

POSITION: Central Cataloger

REPORTS TO: Supervisor of Library Media

LOCATION: Department of Assessments and Accountability

NATURE OF WORK: This is a highly skilled library cataloging position. The employee performs secretarial work of considerable difficulty, typically works independently and assumes central cataloging for the school system using Destiny. The work is performed under the general supervision of the Supervisor of Library Media.

ESSENTIAL FUNCTIONS:

- Excellent organizational and time management skills;
- Uses technology efficiently to complete work;
- Prepares and distributes correspondence, library reports, newsletters, agendas, forms, etc. as required and maintains appropriate files;
- Communicates courteously and tactfully with students, teachers, parents, and the general public;
- Coordinates and prioritizes large-scale projects;
- Processes requisitions and purchase orders;
- Maintains orderly office routines;
- Coordinates and communicates with various departments and schools;
- Ability to maintain integrity and confidentiality;
- Ability to make decisions in accordance with regulations and established policies;
- Works independently without supervision and the ability to supervise others when required;
- Moves boxes and deliveries up to 25 pounds; and
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Adapts to changing and evolving Library procedures, priorities and information technologies;
- Classifies using the Dewey Decimal Classification; creates original cataloging records and call numbers for materials added to each site's Library's collection;
- Assists in preparing circulation and check out reports for the system and individual schools;
- Assists in developing and implementing system-wide cataloging projects working collaboratively with the Department of Curriculum and Instruction, the Department of Assessments and Accountability, and school library media staff;
- Physically processes print and digital materials assuring that the records will be accessible through a variety of automated search techniques;
- Works on catalog maintenance projects as assigned, such as reclassifying materials, changing call numbers, or correcting and enhancing pre-existing records in Destiny's catalog;
- Continually surveys and responds to school media collection needs, vets requested materials with the Supervisor of Library Media, orders, catalogs and coordinates deliveries to schools;
- Prepares documentation and training tools and participates in delivery of media clerk training sessions;
- Assists with print and technology dissemination at the Virtual Academy;
- Attends Destiny training sessions as part of on-going professional development; and
- Performs other related duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED); further secretarial training is desirable;
- A minimum of three (3) years experience in working with the Destiny library management system;
- Three years of general office, clerical, or secretarial experience;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment);
- Thorough working knowledge of office technology and software;
- Considerable knowledge of school system reports, procedures, and processes;
- Considerable knowledge of effective office practices and procedures; and
- Working knowledge of bookkeeping procedures.

TERMS OF EMPLOYMENT:

Full-time 12-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 13.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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