

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:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to move boxes and deliveries up to 25 pounds
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**DUTIES AND RESPONSIBILITIES:**

- Prepares and distributes correspondence, library reports, newsletters, agendas, forms, etc. as required and maintains appropriate files
- Coordinates and prioritizes large-scale projects
- Processes requisitions and purchase orders
- 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
- Surveys continually 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
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High school diploma or GED
- Three (3) years' experience in working with the Destiny library management system
- Three years (3) of general office, clerical, or secretarial experience
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment)
- Must be able to lift 25 lbs.

Preferred:

- Secretarial Training

**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 14.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

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