

CLASSIFIED JOB DESCRIPTION

MEDIA CATALOGER

JOB SUMMARY:

Under general direction of the Literacy Coordinator, maintains the Union Catalogue: oversees the continuity of computerized union records; interfaces with the remote stations (schools); organizes and maintains statistical information for all library media center holdings in the District; classifies and catalogues print and non-print materials for school library media centers and the District; and assists school library media staff in maintaining accurate records of holdings and procedures. Directly responsible to Literacy Coordinator.

ESSENTIAL JOB FUNCTIONS:

- Maintains the Union Catalogue and oversees the continuity of information/data transferred from sites and Instructional Technology and Media Services.
- Assists in the processing of materials for the school library media centers and Instructional Technology and Media Services.
- Provides support to school library media center staff to exchange information regarding school library media programs.
- Receives, sorts, organizes, classifies, and catalogues all new materials for school library media centers in accordance with Dewey Classification System and standards established by precedence.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- High school diploma or GED required.
- One year of related, professional level school or library work experience; completion of one-year program in library science accredited by the American Library Association is highly desirable. Experience may compensate for lack of formal training.
- Knowledge of the Dewey Classification System and Sears Subject Headings; knowledge of bibliographic and cataloging procedures; knowledge of computer-based library cataloging systems.

Classified Salary Schedule: Range 29
BOARD APPROVED: 03/09/90
REVISION DATES: 05/01/90
10/01/96
08/20/02
07/18/23
08/09/2023