EAU CLAIRE AREA SCHOOL DISTRICT

## JOB DESCRIPTION

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| **Job Title** | Library Media Cataloger |
| **Department** | Division of Teaching & Learning |
| **Reports To** | Technology Director |
| **Classification** | Classified |
| **Location** | Administration Building |
| **Salary** | On Schedule |
| **Length of Contract** | 207 Days including 20 float days to be time carded as needed before, during or after the school year. |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Library Media Cataloger is responsible for the technical cataloging of all library resources, non-library resources, textbooks, and equipment for the school district. The Library Media Cataloger works independently and in coordination with the Library Media Coordinator to ensure all materials are accurately processed and cataloged.

## Essential Job Functions

- Imports bibliographic and item records from vendors into library system.
- Appropriately catalogs and processes all District library materials and curriculum.
- Prepares and ships a variety of library media materials to District schools.
- Runs overdue email notices for district schools daily.
- Searches, downloads, and edits bibliographic records from vendors.
- Creates original bibliographic records and searches/saves to library system as needed.
- Enhances bibliographic records with additional data from internet searches.
- Adds and consolidates item records for bibliographic records.
- Communicates and problem solves with Library Media Specialists and library staff.
- Provides a variety of training and support options to Library Media Specialists and library staff on current systems and technology.
- Handles, distributes, and processes specific items and materials according to state and federal funding requirements.
- Processes and routes professional journals to Library Media Specialists.
- Supports library staff on cataloging issues in schools.
- Communicates and troubleshoots with vendors regarding data files.

## Ancillary Job Functions

- Assists with checking in orders delivered to the District office.
- Coordinates with the Instructional Media Clerk, Central Office, to process math workbook shipment to schools at the beginning of the school year.

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Post-secondary coursework in cataloging and classifying library materials.
- Post-secondary coursework in computer programs, computer operation, or related subjects.

**Preferred Qualifications –** Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Successful completion of a certificate or degree program in Library and Information Services or a related field.
- Prior work experience using library automation cataloging software and working with library vendors.

**Knowledge, Skills, and Abilities –** May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work independently with little direct supervision.
- Ability to perform varied and complex clerical and technical tasks.
- Ability to prepare accurate and complete records and reports.
- Ability to work efficiently.
- Excellent organizational skills.
- Excellent keyboarding skills.
- Ability to use computer databases and troubleshoot technical problems independently.
- Ability to use detail and accuracy in a technical environment.
- Ability to travel to other District locations in compliance with the District driving policy.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal library/classroom environment and moderate noise levels.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Frequently required to sit and work at a desk/computer for extended periods of time.
- Frequently required to talk and hear.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.

- May be required to grasp, push, reach, stoop/kneel/crouch, and climb/balance.
- May be required to lift up to 30 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.