

## Mission Statement

Southern Maryland Regional Library Association, Inc. is a regional resource center for the public libraries in Calvert, Charles and St. Mary's counties. It was formed in 1959 to provide additional services to the citizens of rural Maryland through their local county libraries. It is part of a state-wide resource network of three regional centers, working in collaboration with the State Library Resource Center, to provide efficient, economical and coordinated library services county libraries cannot adequately provide themselves.

The Association's mission is:

The citizens of Calvert, Charles, and St. Mary's Counties will have equal access to information through the efficient, economic, and effective sharing of resources among public libraries and all types of information agencies.

Job Title: Information Catalog Librarian II

Grade Level : 7

FLSA Status : Exempt

Supervisor Title: Head of Information and Access Services

Reviewed and Approved By:

Date Approved/Revised: July 15, 2019

## Job Summary

Performs cataloging and classification of all library materials using online cataloging database software. Participates in the development of department policies and procedures. Trains and supervises Technical Services support staff. Participates in system wide projects as directed.

## Essential Functions

A list of the **essential functions** of the job, with the **most important** first, and the approximate percentage of time spent on each over the course of a year.

1. Performs original and copy cataloging of library materials using organization cataloging software.

85	% of Time
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2. Trains and supervises Technical Services support staff and partner library staff.

10	% of Time
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Performs all other duties and responsibilities as assigned or directed by the supervisor. This may include attendance of and participation in required training for role.

5	% of Time
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100%	<b>Total</b>
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## Supervisory Responsibilities

Indicates the type and scope of supervisory responsibilities of this job.

- Direct Supervisor:** Direct authority to make decisions on the following: employee hiring, disciplinary action, starting salaries and merit increases; assists in conducting employee performance evaluations.
- Assigned Lead:** May recommend the following: employee hiring, disciplinary action, and starting salaries; provide input on employee performance evaluations.
- Does not have any supervisory responsibilities.

## Budget Responsibilities

Item(s) below which best describe the job's involvement in the budgetary process.

- No Involvement       Plan/Forecast       Prepare       Approve       Monitor

## Education

Required	Preferred	Level of Education	Field of Study
<input type="checkbox"/>	<input type="checkbox"/>	Doctoral/advanced degree	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Master's degree	Library Science
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's or vocational/ technical school degree	
<input type="checkbox"/>	<input type="checkbox"/>	Vocational or technical training	
<input type="checkbox"/>	<input type="checkbox"/>	High school diploma or GED	

Certification as a Professional Librarian with the State of Maryland required

## Work Experience

Indicates the **minimum level** of work-related experience required to effectively perform the job's responsibilities. This is not necessarily the same as the incumbent's experience.

- Less than 12 months       1 – 3 years       3 – 5 years       5 – 8 years       More than 8 years

## Required Knowledge, Skills, and Abilities:

Describes the type and level of knowledge, skills, and abilities required to perform the essential functions of this job.

Knowledge of library management systems, cataloging and acquisitions modules, and online databases.

Knowledge of cataloging rules and standards.

Knowledge of Technical Services functions and services.

Knowledge of basic management, supervisory, and training practices.

Skills in classifying and cataloging library materials.

Interpersonal and communication skills.

Skills in problem solving and customer service.

Skills in training and supervising staff with varying levels of ability.

Ability to draft accurate and thorough descriptions of library materials.

Ability to plan, organize, and complete work in order to reach goals.

Ability to maintain working relationships with customers and peer organizations.

Ability to provide feedback and guidance to other employees.

## Physical/Environmental Demands

Indicates the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency.

Office environment/no specific or unusual physical or environmental demands

Specific physical requirements or environmental exposures:

Ability to lift up to 20 lbs

## Additional Information

**This general outline illustrates the type of work that characterizes the job. It is not an all-encompassing statement of the specific duties, responsibilities, and qualifications.**

**SIGNATURES** (*Typed name is acceptable for electronic submission*)

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Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO Name

\_\_\_\_\_  
CEO Signature

\_\_\_\_\_  
Date