

## 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: Catalog Librarian II

Grade Level : 7

FLSA Status : Exempt

Supervisor Title: Head of Information and Access Services

Reviewed and Approved By:

Date Approved/Revised: January 13, 2021

## Job Summary

Supervises and plans the work of cataloging team to facilitate workflow and provides direction regarding cataloging. Performs original and copy cataloging and classification of all library materials using online cataloging database software. Participates in the development of department policies and procedures. Trains Technical Services support staff and member library 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 as well as classification of all formats of library materials to facilitate their identification and access using cataloging software. Creates item record/holding records.
2. Maintains the integrity of the bibliographic database including adding, deleting, and editing bibliographic and item records, as well as overseeing authority control.
3. Supervises Technical Services staff. This includes (but is not limited to) holding team meetings, monitoring personal goals, providing performance feedback and evaluation, and directing activity as needed.
4. Trains Technical Services staff as well as partner library staff.
5. Monitors and prioritizes Technical Services team workflow.
6. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## 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 (MLS) or Library Information Science (MLIS)
<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 or ability to obtain one within 120 days.

## 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 standard bibliographic sources, bibliographic forms and verification tools including Library of Congress subject headings, the Dewey Decimal System, RDA, and On-line Computer Library Center (OCLC).  
Knowledge of Technical Services functions and services.  
Knowledge of professional library theories, issues, and trends particularly as they apply to Technical Services activity  
Knowledge of basic management, supervisory, and training practices

Skills in classifying and cataloging library materials.  
Interpersonal and communication skills.  
Skills in leadership, time management, 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.  
Ability and desire to learn and grow professionally.  
Ability to perform detail-oriented tasks.  
Ability to analyze internal processes and recommend and implement procedural changes to improve operations.  
Ability to accurately, clearly, and compassionately explain departmental and organizational policies, standards, and technologies to a wide audience made up of mixed library backgrounds and varying levels of knowledge and ability.  
Ability to supervise and lead a diverse team  
Ability to guide team members' workflow and priorities to achieve team and organizational goals  
Ability to foster professional growth of team members to achieve organizational goals  
Ability to effectively use a computer

### 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:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, reaching, pushing, grasping, lifting.
- Requires the ability to exert up to 50 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
- Must be able to concentrate on detailed information over an extended period of time.

### Additional Information

This team is responsible for cataloging and processing over 65,000 items annually. It is a fast paced environment which can at times be stressful. To be successful in this position, one must be flexible, utilize cataloging expertise, lead and supervise the team.

**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

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Supervisor Signature

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Date

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CEO Name

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CEO Signature

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Date