

LIBRARY CATALOGUER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising and independently performing specialized clerical work in the circulation, and cataloging activities of a library. The incumbent performs clerical work requiring an advanced knowledge of library clerical operations. The work is performed under the general supervision of the Library Director with leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over the work of Library Pages. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Catalogues print and non-print materials using established bibliographic records;
- Processes new materials for adding to assigned collections; codes, stamps, labels and covers books. Adds new items to computer database and assists in maintaining and updating collection records;
- Works with the Library Director and other staff to establish “best practices” for cataloguing items.
- Trouble shoots difficult clerical and cataloging problems involving independent judgment;
- Trains Library Pages in proper work procedures and inspects work for accuracy;
- Schedules and assigns work to Library Pages;
- Answers basic reference questions and procedural questions from library patrons and refers other questions to proper personnel;
- Maintains library clerical records on cataloging;
- Issues and renews library materials at circulation desk as needed.
- Assists library patrons in the use of library materials and equipment;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of office terminology, procedures, and equipment as applied to library clerical work; Thorough knowledge of cataloging rules and practices, good knowledge of business arithmetic and English; good knowledge of library services and practices; good knowledge of handling and using library materials and equipment; ability to understand and carry out complex oral and written instructions; ability to assign, supervise, and review the work of others; ability to assist patrons in the use of library materials and equipment and to explain library procedures; ability to train subordinates; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **and** five (5) years of library clerical experience, including (2) years of cataloging experience; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate’s degree **and** three (3) years of library clerical experience; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

DRIVER’S LICENSE REQUIREMENT- No license required.

City of Watertown

Retyped 09/02; Revised 7/2019; Revised 3/17/2020

(Title changed from Principal Library Clerk)

