

JOB DESCRIPTION

JOB TITLE: District VALNET Cataloger

Report Identification Code: Eddvnc

Job Purpose Statement: The "District VALNET Cataloger" is central to providing students with access to a vast array of quality, vetted resources in order to enhance information literacy, reading and critical thinking skills. This position represents the district in important fiscal, structural and system votes by serving on the VALNET Library Board and acting as a liaison with the VALNet Consortium on technical matters. Responsibilities include overseeing the day to day activities of the online cataloging system; continuously working toward improving the library and its systems by taking advantage of professional development opportunities and recommending changes to its practices, policies and procedures.

Essential Job Functions:

- Monitoring the daily operations of the online cataloging system including responding to inquiries from within the school district for the purpose of ensuring consistency and compliance with its cataloging practices, online catalog functions and policies/procedures.
- Serving as the local liaison to the VALNet Consortium, acting as a representative for the school district on the VALNet Board of Director's and as the regional VALNet system administrator for the purpose of ensuring the District's interests and voting allotment are met.
- Composing and distributing documents to all school library media techs, junior high media, faculty and administrators for the purpose of ensuring information is communicated regarding the library catalog.
- Assisting with supervising library aides and coordinating/providing training and instruction to new and continuing library staff for the purpose of developing strong technical skills and a clear understanding of current practices, policies and procedures.
- Staying apprised of and maintaining a thorough knowledge of contemporary bibliographic-maintenance standards and practice, including the Anglo-American cataloging rules, Resource Description and Access (RDA), Dewey Decimal Classification, Library of Congress subject headings, OCLC/MARC records, and library automation in order to maintain compliance with current standards and practices.
- Recommending and implementing appropriate changes in policies and procedures for the purpose of maintaining compliance with current standards and practices.
- Creating and running reports to administer and manage library resources and ensure library systems contain accurate data and information.
- Properly cataloging, evaluating and tracking all electronic book formats and system upgrades for the purpose of making sure processes are well-documented and upgrades are seamless.
- Maintaining an awareness of budget and district resources within the libraries and advising where resources should be expended for the purpose of ensuring current holdings are representative of the District's library needs.

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other duties as assigned.
- **Job Requirements - Qualifications:**
- * **Experience Required:** Job-related library experience with increasing levels of responsibility
- * **Skills, Knowledge and/or Abilities Required:**

Skills to: perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions; prepare and maintain accurate records; and adhere to safety practices; read, interpret and apply rules, regulations, codes; develop and implement policies and procedures.

Knowledge of: VALNet, Consortium Information Network (CIN); project management practices, print, non-print and electronic resources available from a wide number of sources, including publishers, the Internet, and library and vendor-based systems; technical services functions and services; library standards and rules, such as USMARC, AACR2, Dewey Decimal and LC Classification Systems; tools to establish and maintain “authority control” over library collections; current practices, emerging technologies; and trends in bibliographic control.

Knowledge and support of: the principles of intellectual freedom.

Working knowledge of: public library practices and procedures.

Ability to: direct and follow-up on the work of others; effectively access and utilize VALNet, Cooperative Information Network (CIN) and other library systems; communicate effectively both verbally and in writing and use correct spelling, grammar and punctuation; understand and carry out verbal and written instruction; develop and maintain effective working relationships; interact with persons of different age groups and cultural/educational backgrounds; analyze and resolve complex problems; exercise creativity and initiative in a changing environment to perform a variety of tasks, adjust to flexible work assignments; work under time constraints work accurately, with attention to detail.

Demonstrated ability to: operate with a minimal amount of supervision; work collaboratively in a team environment to resolve problems; manage time to maximize productivity; operate computers and pertinent applications; iPADS, Kindles, printers, copies, and any other equipment commonly utilized in a functional area.

Significant physical abilities include: lifting and carrying up to 25 pounds; sitting for prolonged periods, reaching/handling/ fingering, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation/ depth perception.

- * **Education Required:** High school diploma or equivalent. Must meet at least one of the following criteria: completed two (2) years successful post high school education (32 semester credits in the core area) or pass the ETS Para-Professional Assessment. Completed VALNET training/course work.

- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance

Desired Qualification(s):

- **Knowledge of:** VALNet, Consortium Information Network (CIN) of Northern Idaho and Inland Northwest Library Group (INLG) collection and patron population.
- **Education and Experience:** Related college-level coursework and 2 years successful library experience or a combination of library courses and experience.