

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Job Title	Cataloging Associate		
Reports to	Collection Services Manager	Supervises	N/A
FLSA Status	Eligible for overtime	Remote Work Status	Not eligible for remote work
Revision Date	April 2024	Salary Band	A3
Working Hours	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
Required	Background & driver license check		

Job Overview
Working with moderate supervision and within established procedures this position performs bibliographic tasks on OCLC and Integrated Library System (ILS) and performs database maintenance.

Qualifications	
The ideal candidate will be able to build relationships at all levels, have three years of recent customer service experience, with at least one year of experience in a public library. The District may accept an equivalent combination of education and experience in lieu of the above.	
Ability to	Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to District services
	Communicate effectively with staff and customers
	Establish and maintain positive team relationships
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
	Follow directions and work quickly and accurately to meet deadlines.
	Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
	Interpret, apply, and support District-wide policies, procedures, and services
	Maintain confidentiality of customer information
	Model behavior for high levels of service
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
	Use initiative, problem-solving skills, and sound judgement
Knowledge of	Work with and troubleshoot office machines, such as copiers
	Alphabetic, numeric and/or alphanumeric order
	Dewey Decimal system of classification
	Library services and resources
	Microsoft Office and other software applications
Other	OCLC
	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes

Job Duties

The duties listed are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Responsible for creating, editing, adding, and maintaining catalog records in OCLC and ILS. Makes call number assignments and bibliographic changes requested by the Collection Services Director, Collection Development Librarians or Collection Services Manager.

Matches materials to bibliographic records in OCLC; edits MARC fields according to District cataloging guidelines; adds Dewey Decimal call number holdings to OCLC; adds Library of Congress subject headings and series tracings. Identifies incomplete records and upgrades according to AACR2 or RDA cataloging rules.

Creates and maintains serial control records in ILS; may work with Operations staff in resolving serial control issues.

Downloads/uploads and/or edits bibliographic records to Integrated Library System. Adds call numbers to bibliographic records. Identifies and resolves workflow issues. Performs database maintenance per District guidelines.

Downloads/uploads authority records to ILS; update bibliographic records with corrected headings.

Enforce the Code of Conduct.

Works to resolve internal and external customer issues effectively and with a customer-first mentality; refers to other departments or staff as necessary.

In addition, this position may:

- Clean & disinfect individual and common work areas.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.
- Sort and shelve materials.

Performs other duties as needed or as directed.

Work Environment

Work is performed in a shared work area environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.

Physical Demands

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift, or move up to 40 pounds and/or push and/or pull objects weighing up to 200 pounds on a wheeled cart or book truck.

Psychological Demands

Make decisions, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.