Chillicothe & Ross County Public Library

Cataloging Manager

Supervisor: Access Director
Position: FLSA Non-Exempt
Pay Band: D

Position Summary

The Cataloging Manager oversees all aspects of the Cataloging department, including acquisition, cataloging and processing of all library materials. The manager ensures that acceptable cataloging standards are being followed and stays abreast of changes to processes and requirements.

Essential Duties & Responsibilities

- Formulate goals and objectives for cataloging within the scope of established policies.
- Supervise, train and evaluate cataloging staff.
- Participate in workshops and professional organizations to keep informed of current library trends and technology standards.
- Ensure statistics for Cataloging services, programs, activities and partnerships are compiled and reported.
- Maintain the integrity of the Integrated Library System database within library and consortium guidelines including the authority file and quality control of cataloging records.
- Catalog library materials using various software.
- Create original cataloging records for rare and non-traditional library materials in the Beyond Books Collection.
- Oversee the repair of damaged library materials, including scanning and reproduction of rare/ local materials.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Maintain relationships with necessary suppliers, distributors, and vendors.
- Evaluate current, new and trending software and technologies and identify and implement methods to improve cataloging processes and procedures.
- Report software, equipment, and other department needs and updates to the Access Director.
- Work closely with the Circulation Coordinator and IT team.
- Actively participate in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- Bachelor's degree.
- Two years library cataloging experience.
- Ability to troubleshoot minor software and hardware issues.
- Ability to communicate effectively.
- Demonstrated ability to plan work and train and supervise others.
- Familiarity with MS Office and other office productivity products.
- Keyboarding/Windows proficiency.
- Ability to operate library technology systems, including personal computer, software programs and other job related equipment.

Supervisory/Management Responsibilities

Hire, train, supervise and evaluate assigned staff within the Cataloging department.

Interaction

Frequent interaction with library employees, patrons, agencies, and vendors.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, BarTender, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop, and other library-related software applications.

Travel Requirements

Travel by automobile is required for position management responsibilities and training.
Frequency of travel: Occasional

Physical Demands

Ability to regularly lift/push/pull up to 50 pounds.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Work Environment

Majority of the work performed in a general office/library setting.

Telecommute Potential: 10%

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.