

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Cataloging Librarian II – CMS**  
Dept.: **CMS**  
Reports to: **Manager, CAPS**  
Effective Date: **Revised December 2018**

Job Code Number: **10221**  
Grade Number: **17, Represented**  
FLSA Status: **Exempt**

General Position Summary:

Perform cataloging and classification of library materials using online databases in accordance with current international cataloging standards, local and KCLS practices. As assigned, lead system wide projects in the department working collaboratively with project partners. Provide expertise to patrons and staff regarding the retrieval of information via the library's online catalog. Participate in development of departmental policies and procedures with other librarians in a team environment.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Assist in developing and implementing system-wide projects working collaboratively with impacted KCLS department/library staff, service providers and vendors.
2. Prepare documentation and training tools and participate in delivery of staff training sessions.
3. Provide accurate and thorough online description and access points for print and nonbook materials in the Library's collection.
4. Create original Machine Readable Cataloging (MARC) records and update OCLC records to add to the Library's online catalog.
5. Classify using the Dewey Decimal Classification or other mandated systems and construct call numbers for materials added to the Library's collection.
6. Provide overall direction and assistance to subordinate staff in performing cataloging activities and other department functions.
7. Respond to inquires from other KCLS departments/libraries about cataloging practices, online catalog functions, and department policies.
8. Lead and participate with other team members in the development and/or revision of departmental policies, procedures and systems.
9. Participate in budget process in assigned area of specialization.
10. Assist in preparing statistical and other reports and analyses.

Secondary Duties:

1. Serve as the department's representative on various committees.
2. Attend conferences, workshops and training sessions as part of on-going professional development.

3. Act in the capacity of CAPS Manager during manager's extended absence, as assigned.
4. Perform other related duties as required or as assigned.

Core Competencies:

**Customer Focus**

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

**Ethics, Values, and Judgment**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

**Professional & Technical Knowledge**

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

**Communicates Effectively**

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**Organizing and Planning**

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

**Decision Quality**

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

**Work Quality**

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

**Teamwork/Collaborating**

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

- Master of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Two years of progressively responsible training, experience, or study is typical evidence of ability to perform the essential duties and responsibilities of the position.
- General knowledge of wide range of subjects in order to appropriately classify and select materials for the collection.
- Working knowledge of print, non-print and electronic resources available from a wide number of sources, including publishers, the internet, and library and vendor-based systems.

## SPECIAL REQUIREMENTS

Must have a valid Washington State driver's license at time of appointment.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with finger use and frequent typing, tasks are switched often but can be occasionally repetitive. Constantly sits and occasionally walks and stands. Will frequently reach up to chest level with hands and arms and up will seldom bend. The employee will frequently lift/carry less than 3 pounds and seldom lift up to maximum 10 pounds and seldom push/pull carts using up to moderate force.

## WORK ENVIRONMENT

Work is performed in a normal office environment. The position is subject to constant sitting, extensive close work (eyestrain) and extensive PC monitor work. There may be some exposure to angry or hostile individuals.

### Advancement Possibilities:

Other librarian positions depending on education and experience. Manager, CAPS

The duties listed above are intended only as illustrations of the various 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.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

King County Library System  
Job Description: – Cataloging Librarian II – CMS  
December 2018  
Page 4

Approval: \_\_\_\_\_  
Director of HR

Final: 12/06/05  
Revised: 02/08/06