

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Manager – Cataloging and Processing**

Dept: **Cataloging and Processing**

Reports to: **Director of CMS**

Effective Date: **Revised January 2019**

Job Code Number: **10284**

Grade Number: **21, Non-represented**

FLSA Status: **Exempt**

General Position Summary:

Manage the department to assure that library materials are properly cataloged and identified enabling KCLS staff to accurately and easily access library materials. Analyze and evaluate workflow and processes to increase departmental efficiency. Promote cross training within the department and across division in a team building environment.

Essential Functions/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. Oversee the daily operations of cataloging and processing staff and assure that bibliographic control activities result in maximum retrieval with minimum user effort.
2. Oversee the physical processing of print/non-print materials received conducting regular meetings with project work teams to establish workflow definition and priorities and work with staff members to resolve discrepancies/conflicts.
3. Perform human resource activities including, but not limited to, completing/auditing time sheets, screening and selecting staff members, providing training and development and conducting performance evaluations.
4. Prepare and administer the operating budget for the department.
5. Assess workflow and processes and develop short and long range plans to improve efficiency and services as appropriate.
6. Establish and maintain contact with vendors for purpose of outsourcing materials and for catalog enrichment.
7. Respond to customer and patron inquiries.
8. Attend Public Services, Information Technology Services meetings and serve on various committees.
9. Liaise with local Systems Administrator to ensure database quality and integrity.

Secondary Duties:

1. Attend conferences, workshops and training sessions as part of on-going professional development.
2. Attend other departmental, divisional or committee meeting as a representative of Collection Management Services.

3. Consult with ITS staff and coordinate efforts to advance technology in the department.
4. Perform other related duties as required or as assigned.

Core Competencies:

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 about differences.

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.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and 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 better foster personal success and connections for others.

Coaching and Counseling

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

Managerial Courage

Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

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.

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.

Drive for Results

Focuses on results and desired outcomes and how best to achieve them; does not confuse effort with results. Gets the job done.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- The position requires an advanced degree specializing in library science.
- Five to eight years' library and managerial/supervisory experience.

SPECIAL REQUIREMENTS

Must have a valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, this typing may be repetitive up to frequently. Frequently sits and occasionally will stand and walk. Will frequently reach up to chest level with hands and arms. The employee will occasionally lift to 10 pounds and will seldom push/pull carts using light force.

WORK ENVIRONMENT

Work is performed in a normal office environment.

Advancement Possibilities:

Public Service Director

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.

Approval: _____
Director of HR