UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:
____ Establish New Position
_X_ Revised Existing Position
____ Updated for files only

Position #: _____
Date Prepared: 8 November 2001
Effective Date: _____

A. **GENERAL INFORMATION**:

Name of Incumbent: _____ Current Classification: Faculty Librarian

Proposed Classification: n/a Descriptive Japanese Language Cataloger

Supervisor: Non-Roman Production Team Leader or Original Cataloging Production Group Leader

Library Division/Production Group/Unit: Technical Services/Original Cataloging Production Group/Non-Roman Cataloging Production Team

Cost Center: _____ FRS Account #: 01-1-13600 Sub Code: 1012
FTE: 50 %

Permanent: X Contingent I (Hrly): _ Contingent II (contract): ____ Expected Duration: n/a

B. **POSITION SUMMARY**:

Within a team environment, responsible for performing original and copy cataloging of Japanese language materials in all subjects and in a variety of formats (principally paper, electronic, and micrographic). Participates in all aspects of the Program for Cooperative Cataloging. Coordinates and facilitates inter- and intra- production team activities, facilitates team communications, participates in fostering an environment of shared responsibility, and participates in developing and promoting team plans and vision. As team member, works directly with team members to plan, develop and implement ongoing activities and special projects and establish team goals and objectives. Provides leadership through active participation on teams and committees at the production group, division, and Library level and within the profession.

C. **ORGANIZATIONAL CHARACTERISTICS**:

Responsible for the shared administration of the Non-Roman Cataloging Production Team. May serve as a Team Leader and, in that capacity, also serves as a member of Original Cataloging Production Group leadership Team and reports to the Original Cataloging Production Group Leader. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment. Librarians hold faculty status and contribute to the teaching, service and research mission of the University.

D. **PRINCIPAL ACCOUNTABILITIES**:

1. Performs original and complex copy cataloging of Japanese language materials in all subjects and formats according to AACR2, LCRIs, LC classification, LCSH and MARC via OCLC CJK and the library's integrated library system.
2. Participates in the Program for Cooperative Cataloging as a BIBCO and/or CONSER contributor. Creates and enhances records as needed as part of the NACO and SACO programs.
3. Responsible for ensuring that materials are processed accurately in a timely and cost effective manner, while maintaining the integrity of the UM Libraries OPAC.
4. Develops and implements (in consultation with the Team and Group Leaders) Non-Roman cataloging policies, standards, goals, and procedures to continuously improve workflow.
5. May lead the Non-Roman Cataloging Production Team on a rotating basis with other faculty in the team. As a member of the Original Cataloging Group Leadership Team, contributes to the planning, development, coordination, and implementation of initiatives within the Production Group.
6. Maintains knowledge of trends in cataloging standards and library automation through participation in regional and national meetings and listservs.
7. Continues to acquire new skills, knowledge, and competencies needed to improve work processes, and shares them with Production Team and Group members.
8. Collaborates and communicates with staff in the East Asia, Gordon W. Prange Collections and other units within the UM Libraries, with particular concern for their cataloging priorities and access issues, and to continually improve service for patrons.
9. Contributes to creating accurate and timely reports and documentation.
10. Performs required personnel activities such as preparing job descriptions and hiring, training, and supervising staff, students, and graduate assistants.
11. Participates in evaluation of team members' training needs and assists in their implementation
12. Participates in Library and Divisional planning activities.
13. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as required

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E. **DIMENSIONS:**

Number of Staff Supervised:	Direct: 0 FTE	Indirect: _____
Number of Students Supervised:	Direct: FTE	Indirect: _____

Formal Leadership:

___ **Work/Project Leader**: answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.

___ **Team Leader**: advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.

___ **Supervisor**: participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.

___ **Manager**: solely responsible for performance appraisals; employee training and development; handles disciplinary problems, responsible for multiple units or areas, each with supervisor. This person will be evaluated on these decisions.
X **No direct staff reports**

Complexity of Work:

___ **Routine**: Primarily deals in one singularly directed functional area. Awareness of related area is not significant.
___ **Semi-complex**: Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability is needed.
X **Complex**: Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
___ **Very Complex**: Involves complicated bodies of knowledge/functions that differ substantially from each other.

Autonomy (Freedom of Action):
___ Close Supervision: Detailed instructions given. Close and compete review of work.
___ General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.
___ Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.
X Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisors.
___ Plans, develops, and implements functions/projects for functional units(s) or team(s).
___ Other (explain).

Interactions:

Primary interactions include all levels of staff within the Production Group and throughout the division. Outside of the TSD, primary interactions include selectors and Collection Management Team members, Special Collections (e.g. East Asia Collection) and Archives members, and colleagues from other divisions. Other interactions include faculty and staff in other academic libraries and in professional associations; students, faculty and staff of the University

Fiscal Responsibility:

Physical Working Conditions:

Normal office environment.

F. MINIMUM QUALIFICATIONS:

Academic Level: Master's degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree.

Practical Experience: Minimum of one year of relevant cataloging experience in an academic, research, or special library in one or more of the following areas: monographs cataloging, serials

cataloging, or authority control. Knowledge of and proficiency with automated library systems, AACR2, LCRIs, LC classification , LCSH and MARC 21 formats, via a national bibliographic utility and its CJK application. Understanding of technical services operations, Library of Congress cataloging practices and procedures and emerging cataloging issues and trends.

Technical qualifications or Specialized Certifications: None.

Other knowledge, skills, abilities and competencies required: Ability to read and write Japanese characters and transliterate them according to modified Hepburn system; in-depth knowledge of Japanese history, literature and other aspects of Japanese culture. Must be able to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to take direction as well as provide direction and motivation to student assistants. Evidence of ability to interact collaboratively and work effectively with teams. Evidence of strong service orientation; ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a broad variety of staff within and outside of Technical Services. Excellent interpersonal skills. Ability to communicate clearly, knowledgably and personably, orally and in writing with all persons potentially affected by the scope of the work. Demonstrated record of professional contribution.

Incumbent's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Production Group Leader's Signature: _____ Date: _____

Director's Signature: _____ Date: _____