UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS
POSITION DESCRIPTION

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

Position #: _____
Date Prepared: 14 November 2001
Effective Date: _____

A. **GENERAL INFORMATION**:

Name of Incumbent: _____ Current Classification: _____

Proposed Classification: Library Technician III Descriptive Title: Original Cataloging Assistant

Supervisor: _____

Library Division/Prod Group/Unit: Technical Services/Original Cataloging Production Group

Cost Center: _____ FRS Account #: 01-1-13600 Sub Code: 1012 FTE: 100 %

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

B. **POSITION SUMMARY**:

Within a team environment, responsible for editing less than full cataloging copy from bibliographic sources such as OCLC and creating original cataloging records for materials in specific areas. Checks accuracy of copy cataloging records, edits headings to conform with UM standards, and formulates classification numbers as needed. Creates and maintains holdings records. Maintains statistics of activities and prepares reports and documentation as needed. Works as a member of a team through active participation on teams and committees at the production group, division, and library level.

C. **ORGANIZATIONAL CHARACTERISTICS**:

Member of the Monograph/Continuing Resources Team, one of three teams within the Original Cataloging Production Group. Reports to the Monograph/Continuing Resources Team Leader. The incumbent participates as a member of the Monograph/Continuing Resources Team and in teamwork, partnerships, and committees. Works closely with other Original Cataloging Production Group staff to produce accurate and complete cataloging records for library materials. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment.

D. **PRINCIPAL ACCOUNTABILITIES**:

1. Performs original cataloging of library materials in a variety of formats, subjects, and languages depending upon expertise. Performs name, subject and series authority verification.
2. Edits cataloging copy to conform with UM and national standards and to assure accuracy of classification numbers, subject headings, access points, and bibliographic description.
3. Makes recommendations and implements policies, standards, goals, and procedures to meet objectives and to continuously improve workflow.

4. Maintains knowledge of trends in cataloging standards and library automation through participation in continuing education opportunities and listservs.
5. Continues to acquire new skills, knowledge, and competencies needed to improve work processes, and shares them with appropriate staff.
6. Contributes to creating accurate and timely reports and documentation.
7. Participates in Library, Divisional, Production Group and Production Team planning activities.
8. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as requested.

E. **DIMENSIONS**:

Number of Persons Supervised: Direct: _____0_____ Indirect: _____0_____

Number of Students Supervised: Direct: _____ 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.
_X_ **Semi-complex**: Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability is needed.
___ **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.
_X_ Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.
___ 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. This position is part of a complex workflow which requires excellent teamwork and communication between those who deliver the work and those who receive the work. These interactions can include special instructions and resolving problems. Outside of the TSD, primary interactions include selectors and Collection Management Team members.

Fiscal Responsibility: None.

Physical Working Conditions: Office environment. The incumbent is expected to lift and shift library materials involved in the workflow using book trucks.

F. MINIMUM QUALIFICATIONS:

Academic Level: High School degree or equivalent required, Bachelor's degree desired.

Practical Experience: Five years of relevant experience in libraries with a minimum of two years of copy cataloging experience using a major bibliographic utility or extensive knowledge in a special subject area or foreign language. Proficiency with automated library systems and knowledge of cataloging standards and practices including AACR2, LCRIs, LC classification, LCSH, and MARC bibliographic and authorities formats via a national bibliographic utility preferred. Working knowledge of one modern European language is preferred. Experience with Windows functionality on personal computers for word processing, e-mail, and library integrated management systems required.

Technical Qualifications or Specialized Certifications: none

Other Knowledge, skills, abilities and competencies required: Strong analytical skills are required. Must have ability to manage tasks in response to varying time pressures with shifting priorities and changing constraints. Must have ability to manage tasks in response to varying time pressures with shifting priorities and changing constraints. Strong analytical skills are required. Ability to interact collaboratively and work effectively in teams. Must have the ability to take direction. Strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly, knowledgeable, and personable, orally and in writing with all persons potentially affected by the scope of the work.

Incumbent's Signature: _____ Date: _____

Supervisor's Signature: _____ Date:_____

Production Group Leader's Signature: _____ Date: _____

Director's Signature: _____ Date: _____