

**Grandview Heights Public Library  
Position Description**

**Job Title:** Cataloger  
**Classification:** SSIV  
**Department:** Technical Services Department  
**Pay Range:** \$17.85 – \$31.62  
**Benefits:** Comprehensive package including paid vacation days, paid sick, 12 paid holidays, bereavement, and parental leave; medical, dental, vision, and life insurance, OPERS retirement (library pays 14% and employee pays 10%), Deferred Compensation enrollment optional.  
**Weekly Hours:** Full-time, 37 hours  
**Schedule:** Primarily Monday through Friday hours. May be required to work an occasional evening or weekend.  
  
**Purpose:** Cataloging, processing, and distribution of library materials.

**Reporting Relationships**

Reports to Director of Support Services and Patron Services Manager of Collection Development

**Duties & Responsibilities**

The following responsibilities are intended to provide an overview of duties associated with the position, not an exhaustive list of specific requirements. Employees will be expected to perform related duties associated with the purpose of their position not described here.

- Performs original and copy cataloging and classification of materials in all formats, using records from various vendors, following national, consortium, and local cataloging standards and practices.
- Trains new copy catalogers on cataloging and classification of materials in all formats, using records from various vendors, following national, consortium, and local cataloging standards and practices.
- Physical processes of materials including labeling, stamping, covering, and preparing for circulation.
- Implements processes and procedures for authority control.
- Performs acquisition ordering functions such as downloading vendor MARC records and EDI ordering/processing.
- Serves as a resource person to the other staff in matters relating to cataloging, acquisitions, serials, database maintenance, and methods of access to electronic resources.
- Monitors materials processing supplies and orders from approved vendors.
- Responsible for the deletion and disposal of materials as directed.
- Works on catalog maintenance and other special projects as assigned.
- Represents GHPL at CLC Technical Services Advisory Committee Meetings to develop solutions to cataloging activities that involve the integrated system.
- Attends workshops and/or training when requested.

**Other Duties**

- Occasionally work at a public desk providing customer service.
- Help patrons utilize library services (meeting room reservations, digital resources, etc.).

**Knowledge, Skills and Abilities:**

- Ability to work independently and in a team environment
- Outstanding customer service skills
- Effective interpersonal skills, including the ability to communicate clearly in verbal and written English
- Proficient in the use of Windows-based computer programs; word processing, spreadsheet, and electronic database programs.
- Strong keyboarding skills
- Ability to exercise discretion and sound judgment
- Knowledge of standard cataloging practices, classification schemes, and general procedures in automated systems or related skills.
- Demonstrates adaptability to library needs.

**Education and Experience:****Required**

- MLIS Degree from accredited library school or equivalent (5 or more years of cataloging experience will be considered in lieu of degree)
- Occasional travel – valid Ohio driver’s license and proof of insurance required
- Customer service experience
- Two years professional experience original cataloging

**Preferred**

- Experience working with Polaris ILS

**Physical Requirements:**

- Considerable mobility is needed: including extensive periods of standing, walking, bending, sitting, lifting weights of up to 50 pounds, and pushing full book carts or containers.
- Manual dexterity sufficient to perform general typing and computer skills.
- Calm and focused handling of interruptions and distractions
- Periodic intense concentration and sustained viewing of a computer monitor

**About the library:**

The Grandview Heights Public Library (GHPL) is an award-winning, independent suburban library system known for progressive leadership and friendly, personalized service. We are 1 of only 6 U.S. public libraries to receive 14 consecutive five-star ratings from Library Journal, ranking #1 nationwide in its expenditure category. GHPL is also the founding member and Administering Library of the Central Library Consortium (CLC).