JOB OVERVIEW

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Catalog Associate</th>
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<tr>
<td>DEPARTMENT</td>
<td>Administration</td>
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<tr>
<td>REPORTS TO</td>
<td>Director of Library Resources</td>
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GENERAL JOB DESCRIPTION
Assist the director of library resources to ensure the physical and electronic library collection is balanced, equitable, relevant, and cataloged appropriately for the community needs.

DUTIES & RESPONSIBILITIES
- Assist in the ordering, receiving, and cataloging of all media purchases.
- Assist in research and implementation of collection development in both physical and online resources.
- Assist in the training of staff on library resources.
- Responsible for regular statistics reporting on all library usage.
- Demonstrate teamwork through communications, contribution in staff meetings, and dependability.

EDUCATION & TRAINING
Preferred Bachelor’s Degree.
Equivalent combination of education and related experience.

KNOWLEDGE & EXPERIENCE
- Solid technology knowledge including email; hardware and software; internet; operating systems; and web based platforms.
- Basic interpersonal skills including collaboration, communication, and customer service.

SKILLS & ABILITIES
- Collaboration-creates effective relationships; teamwork; conflict resolution.
- Communication-variety of formats, platforms, and audiences; solid writing and public speaking skills.
- Customer service-responds promptly to customer needs and requests; manages difficult situations in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; solicits customer feedback to improve service.
- Ethics and values-understands and follows district mission, policy, procedure, and applicable standards; adheres to user privacy and confidentiality; understands and promotes intellectual freedom.
- Independence-able to work things out on own; takes responsibility for own time and effectiveness; alert to opportunities to contribute; able to spot and implement opportunities for improving situations.
- Leadership-meets commitments; provide an awareness of customer and community needs and opportunities to build community; accepts responsibility for own actions; attention to detail.
- Learning and innovation-remaining current with library resources; adaptable to changing needs; problem solving through innovation and creativity.

WORKING CONDITIONS

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<tr>
<th>WORK ENVIRONMENT</th>
<th>The noise level is usually low to moderate. Frequently lift and/or move 25 pounds, occasionally lift and/or move up to 50 pounds. Vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Regularly sit; use of hands to manipulate, handle or feel; and talk or hear. Frequently required to walk, occasionally required to stand; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.</th>
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<tr>
<td>HOURS / SHIFTS LOCATION</td>
<td>24 weekly hours, M, T, Th Administration Office</td>
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<td>PAY GRADE</td>
<td>40 Non-exempt</td>
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<td>BENEFITS</td>
<td>Health, dental, vision, life, LTD, and accident insurances. Retirement, PTO, mileage reimbursement, and other voluntary insurance.</td>
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