



POSITION DESCRIPTION

TITLE: Cataloging Technical Assistant **CATEGORY:** Classified
FLSA STATUS: Non-Exempt **GRADE:** E

JOB SUMMARY: Assist the Librarian with cataloging, marking, and distribution of purchased and/or donated library materials.

In-person work on campus is an essential function of this position.

| ESSENTIAL FUNCTIONS: | YEARLY PERCENT OF TIME |
|---|-------------------------------|
| 1. Assist the librarian with copy cataloging, marking and distributing purchased and/or donated library materials; select proper bibliographic records for cataloging. | 30% |
| 2. Search and verify each item in the catalog database to prevent duplication of records. | 30% |
| 3. Maintain the accuracy of the library catalog ensuring that call numbers and other relevant information on the items match the information on the system. Identify and correct improperly catalogued materials. | 20% |
| 4. Assist with the marking and distribution of library materials. Ensure proper labeling and binding of library materials and books. | 5% |
| 5. Compile and maintain statistics and reports, as requested. | 5% |
| 6. Provide instruction and training to Librarians and Library staff in using the library catalog and preparing reports and list of materials for collection development. | 5% |
| 7. Perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: Provide work direction to assigned staff.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's degree.

EXPERIENCE: Three (3) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:**
 - Working knowledge of library automated system, Innovative Interfaces, Library of Congress classification system and Online Computer Library Center (OCLC);
 - Proficient computer skills to include internet navigation, Microsoft Word, Excel, Access, and PowerPoint.
 - Ability to interact effectively with students, staff and general public;
 - Time management, prioritizing and multi-tasking skills;
 - Good interpersonal and organizational skills.
2. **Equipment Used:** Personal Computer, fax, telephone, copier, and other equipment associated with an office environment.
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and Internet-multiple search engines.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and use hands to handle, or feel. The employee is occasionally lift or move up to 50 pounds. Specific vision abilities required to this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

Job is performed in general office or comparable working area with occasional distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | |
| Walk | | | X | |
| Sit | | | | X |
| Use hands to finger, handle or feel | | | X | |
| Reach with hands and arms | | X | | |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | X | | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | X | | | |
| Up to 25 pounds | X | | | |
| Up to 50 pounds | | X | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|--------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions(non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme cold(non-weather) | X | | | |
| Extreme hot (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|----------|
| No special vision requirements | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (Clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*