WILTON MANORS
JOB DESCRIPTION

POSITION TITLE: Librarian I (Cataloging)
JOB CODE: 6503
FLSA STATUS: Non-Exempt

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to serve in a professional capacity in the development and implementation of policies and programs to promote growth and accessibility of Library collections. Employees in this job classification are responsible for assisting the general public and library staff in research and instruction of information programs and systems. Position is responsible for adhering to established standards and guidelines of the City and applicable information systems appropriate to the discipline. Work includes acquisition of Library collections (both electronic and hardcopy), and maintenance of organizational systems (both electronic and hardcopy). Performs related work as needed.

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Classifies and catalogs library materials using OCLC cataloging module and local automated system and equipment.
- Provides professional librarian services to patrons, and instruction of program planning.
- Provides instruction and training to patrons in the use of and appropriate application of automated learning resource materials, search tools, and equipment.
- Participates in the development, interpretation, and implementation of policies and programs related to information access and the growth and acquisition of Library collections.
- Ensures adherence to established standards and guidelines regarding Library policies and procedures, and applicable information systems appropriate to the discipline.
- Applies professional Library Science principles and procedures to functional areas of assignment; e.g., database maintenance, reference systems, inter-library loan program, and circulation desk.

- Maintains library collections and inventory records in various formats; e.g., books, reference systems, periodicals, serial publications, documents, audiovisual materials (tapes, microfilm, microfiche), databases.
- Assists patrons in locating and acquiring requested materials in both electronic and hardcopy formats.
- Provides instruction, interpretation and information to patrons regarding Library activities, facilities, policies, procedures, and services.
- Performs related work as needed.

MINIMUM QUALIFICATIONS

Education / Certifications / Experience

Bachelor's Degree in Library Science or related field; supplemented by one (1) to two (2) years knowledgeable and responsible experience in the operation and management of audio/visual equipment, internet systems, automated inventory systems, and standard library/learning resource center operations; or an equivalent combination of education, training, and experience.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.