

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Manager - Cataloging and Processing**

Dept: **Cataloging and Processing**

Job Code Number: **10284**

Reports to: **Director of Public Services**

Grade Number: **21, Non-represented**

Effective Date: **August 2011**

FLSA Status: **Exempt**

General Position Summary:

Manage the department to assure that library materials are properly cataloged and identified enabling KCLS staff to accurately and easily access library materials. Analyze and evaluate workflow and processes to increase departmental efficiency. Promote cross training within the department and across division in a team building environment.

Essential Functions/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Oversee the daily operations of cataloging and processing staff and assure that bibliographic control activities result in maximum retrieval with minimum user effort.
2. Oversee the physical processing of print/non-print materials received conducting regular meetings with project work teams to establish workflow definition and priorities and work with staff members to resolve discrepancies/conflicts.
3. Perform human resource activities including, but not limited to, completing/auditing time sheets, screening and selecting staff members, providing training and development and conducting performance evaluations.
4. Prepare and administer the operating budget for the department.
5. Assess workflow and processes and develop short and long range plans to improve efficiency and services as appropriate.
6. Establish and maintain contact with vendors for purpose of outsourcing materials and for catalog enrichment.
7. Respond to customer and patron inquiries.
8. Attend Public Services, Information Technology Services meetings and serve on various committees.
9. Liaise with local Systems Administrator to ensure database quality and integrity.

Secondary Functions:

1. Attend conferences, workshops and training sessions as part of on-going professional development.
2. Attend other departmental, divisional or committee meeting as a representative of Collection Management Services.
3. Consult with ITS staff and coordinate efforts to advance technology in the department.
4. Perform other related duties as required or as assigned.

Communication:

The position has frequent contacts with internal customers, regular contacts with vendors and occasional contacts with library patrons. Contacts regularly contain confidential or sensitive information necessitating the need for discretion.

Initiative:

The position is responsible for developing policies and procedures that apply to the department and across departmental lines. The position is responsible for solving problems and developing systems or services throughout the organization that effect access to library materials. The position involves a high degree of complexity working with a variety of personalities in close proximity, performing multiple tasks and ever changing priorities. The position encounters frequent and varied work situations and operates with little or no supervision. Decisions are typically made within general organizational policy constraints and guidelines.

Accountability:

The position encounters frequent interruption requiring maximum flexibility. The position forecasts needs and develops and implements plans that affect not only the department, but also those being served. Decisions typically affect the department and individual branches. Decisions may affect all facilities as they relate to access to library materials. Work is seldom checked by others.

Leadership:

The position is responsible for mentoring as a department manager and, as a member of the Division's management team, takes a leadership role in modeling and promoting KCLS values within the division.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- The position requires an advanced degree specializing in library science.
- Five to eight years of library and managerial/supervisory experience.

Knowledge Skills and Ability:

- Extensive knowledge of library operations and the services provided.
- Extensive knowledge of technical services/cataloging.
- Extensive knowledge of the reference and circulation functions.
- Considerable knowledge of English and math.
- Considerable knowledge of principles of supervision and management.
- Working knowledge of automated library systems and on-line databases.

Ability to:

- Effectively manage employees and to maximize their productivity and potential.
- Visualize the “big picture” and develop plans and establish goals that support the overall objectives.
- Evaluate departmental operations and revise policies, procedures and methods to improve efficiency and provide better customer service.
- Establish and implement departmental goals and objectives.
- Use diplomacy and tact to establish and maintain relationships with internal customers, subordinates and vendors.
- Develop and maintain positive relationships with staff, customers and vendors.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Manage time to maximize productivity.
- Develop and administer budgets for the department and for contracted services.
- Work with staff from all Service Center sections to support department needs and provide appropriate service to library customers.

Skill in:

- Assessing situations/problems and logically finding solutions.
- The use of computer software, hardware and on-line data bases.
- Listening to, understanding and interpreting the concerns of customers and making system and method improvements to enhance customer satisfaction
- Establishing and maintaining good customer relations.
- Developing a team and customer service environment within the department.
- Providing positive leadership to the workforce.
- Developing and training staff members.

SPECIAL REQUIREMENTS

Must have a valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment.

Advancement Possibilities:

Public Service Director

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of Human Resources

Final: 7/31/01
Update: 7/28/11