

# CATALOGING & MATERIALS MANAGER

Library 21c | Exempt  
40 hours per week | Full time

<b>Date Posted</b>	April 01, 2024
<b>Location</b>	1175 Chapel Hills Dr., Colorado Springs, CO 80920
<b>Starting Wage</b>	\$ 25.75 per hour - \$34.11 per hour + full benefits (for benefits information, please see: <a href="http://ppld.org/jobs/benefits">http://ppld.org/jobs/benefits</a> )
<b>Position Hours</b>	40 hours per week

**Monday – Friday: 8 a.m. – 5 p.m. OR 9 a.m. – 6 pm.**

**Note:** The position's schedule may be subject to minor changes due to required meetings, training events, etc. In addition, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

## Procedure for application:

1. Complete a PPLD online application located at [ppld.org/careers](http://ppld.org/careers) on the Application tab. If it is an internal only job posting, please log in to ESS to fill the application.
2. Requires resume and cover letter. Applications will not be considered without a resume and cover letter.
3. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, x6380 or send an email to [sgollapalli@ppld.org](mailto:sgollapalli@ppld.org)

**Closing Date:** This position is open until **April 30, 2024, at 9:59 p.m. MDT.**

**Position Summary:** Supports PPLD's mission by managing cataloging and processing of library materials. Engages with staff, patrons, vendors, and other libraries.

## **Essential Functions:**

*Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Hires, manages, and provides leadership and guidance for Cataloging staff.
- Establishes goals and objectives for Cataloging.
- Manages the Cataloging workflow and determines priorities.
- Manages, assists, and supports the Collection Management Supervisor of materials processing.
- Evaluates existing procedures and assists in researching, analyzing, recommending, developing, and coordinating the implementation of new procedures.
- Searches vendor database for bibliographic records; verifies and edits the existing bibliographic data for copy cataloging.
- Creates original MARC records for library materials when records are unavailable in the vendor database.
- Maintains the online catalog by editing, deleting, and merging bibliographic records; applies independent judgment in reviewing records.
- Prioritizes the end user by balancing high quality cataloging and materials processing with quick turnaround of materials.
- Provides excellent direct customer service and acts as a role model for library staff; presents a courteous, positive image of the library and maintains confidentiality in patron, vendor, and staff interactions.
- Responds to staff and patron questions, comments, and complaints in a timely, professional, and constructive manner to create customer-focused solutions.

## **Additional Duties and Responsibilities**

*Duties are considered non-essential and include the following:*

- Provides input on Collection Management budget.
- Provides leadership for assigned projects and activities; serves on project teams or committees.
- Keeps informed about Library and department information.
- Encourages professional development of department staff.
- Represents the Library District to community agencies and professional library organizations; speaks to interested groups as requested.
- Attends regular department meetings and scheduled All-staff meetings.
- May provide coverage of the public service desk.
- Performs other job-related duties as assigned.

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of MARC record format, Dewey classification system, AACR2, RDA, and authority control, and reference resources for each.
- Thorough knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.

- Demonstrates commitment to principles of intellectual freedom and all aspects of customer diversity.
- Ability to encourage a diverse culture and cultivate a collaborative environment.
- Demonstrates flexibility to actively support change to meet strategic goals and objectives.
- Ability to supervise, plan, and coordinate the work of staff to accomplish library goals and objectives.
- Demonstrates excellent verbal and written communication skills.
- Ability to effectively use or learn applications software, including Microsoft Word, Excel, Outlook, SharePoint, and the Integrated Library System, along with standard office equipment.
- Ability to work effectively as a team member, organize daily work, and meet deadlines in a fast-paced, detail-rich environment.
- Has regular on-time attendance.
- Exercises professionalism and good judgment in interpersonal interactions.

### **Education and Experience:**

1. Requires a master's degree in library science (MLS or MLIS).
2. Requires a minimum of three years of professional public library experience.
3. Two years of cataloging materials in a library setting is required.
4. Two years of experience leading teams is preferred.
5. Two years of directing departmental operations is preferred.
6. Use of Dewey classification system with cataloging is preferred.

### **Physical and Environmental Conditions:**

Work is primarily conducted in an office setting that provides comfortable lighting, temperature, and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to occasionally lift up to 30 pounds. Position requires the ability to push a loaded book truck.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe workplace practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

### **Conditions of Employment:** All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.

- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination after a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.