

Library Assistant - Materials Management (Catalog)

Class Code:

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Established Date:

SALARY RANGE

\$22.91 - \$32.07 Hourly
\$47,645 - \$66,703 Annually

NATURE OF WORK:

This is a full-time benefited non-exempt library assistant position in the Materials Management section of the library. Work involves the processes necessary to provide accurate and timely description of library resources at the copy cataloging level. This includes searching library and bibliographic databases; identifying and importing appropriate records; editing records to meet local and system specifications; assigning call numbers using national standards and local conventions; and creating item records with copy-specific location, barcode, and status information.

Work will involve database and collection maintenance projects to improve discoverability and patron experience. This includes regular review and correction of bibliographic and item record coding; collection maintenance weeding; relocation and/or reclassification of existing collection material; and general support of special projects to improve overall data integrity, collection health, and resource accessibility.

Work is performed under the general supervision of the Materials Management Supervisor. Knowledge of Hmong or Spanish languages a plus.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Provides courteous, efficient, knowledgeable customer service to patrons, staff, vendors, and system library staff.
- Searches for and imports exact- and near-match copy cataloging records for library resources using current standards and technologies.
- Performs minor edits to bibliographic records following national, local, and system conventions.
- Assigns Dewey Decimal Classification (DDC) or locally defined call numbers noting previous treatment for similar material.
- Creates item records with accurate copy-specific information including barcode, call number, status, and media code.
- Works cooperatively with supervisor and department colleagues to ensure timely processing of newly received material.
- Completes regular database maintenance, such as location-media code agreements, inactive location codes, call number field errors, and item status corrections.
- Creates reports, updates system records, and physically processes material as part of collection maintenance projects, annual weeding, and special relocation and reclassification efforts in close cooperation with the department supervisor.

- Identifies and forwards to the Librarian (Catalog) material requiring complex or original cataloging.
- Assists with physical processing of materials when necessary.
- Maintains regular, punctual, and predictable attendance, works overtime as needed.

OTHER JOB FUNCTIONS

- Participates on library-wide committees as assigned.
- Communicates library policies, rules & regulations to the public.
- Other projects as assigned.

REQUIREMENTS OF WORK:

Bachelor of Arts or Science Degree or equivalent combination of education, training, and experience which provides the following knowledge, abilities and skills:

- Knowledge of public library services and practices.
- Some knowledge of the basic rules of descriptive cataloging, classification (DDC), and library record standards.
- Ability to complete projects within established timeframes.
- Ability to communicate and maintain effective relationships.
- Computer skills including a working knowledge of Windows, MS Office, and electronic databases.
- Ability to learn and become proficient in library-specific software programs.
- Ability to learn library procedures, policies, and communicate these to others.
- Ability to work independently with a high degree of accuracy.
- Ability to maintain electronic files and records.
- Ability to deal with problems tactfully and promptly.
- Ability to work as a team member and maintain collaborative relationships with co-workers.
- Ability to work in a fast-paced environment.
- Ability to read fine print (font sizes of 8 or larger).
- Ability to read and speak Spanish or Hmong a plus.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Customer Focus

Handling Difficult People

Problem Solving

Adaptability/Flexibility

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:

Job Analysis/Requirements

Job Title: Library Assistant - Materials Management (Catalog)

Revised Date: 10/6/2023

N = Never / O = Occasionally (1-33% of time on job) / F = Frequently (34-66% of time on job) / C = Constantly (>67% of time on job)

Physical Demands

| | N | O | F | C |
|---|---|---------|------|---|
| 1. Standing | | | X | |
| 2. Walking | | | X | |
| 3. Sitting | | | X | |
| 4. Lifting: Light - max. 10 lbs. | | | X | |
| 5. Lifting: Moderate - max. 25 lbs. | | | X | |
| 6. Lifting: Heavy to moderate - max. 45 lbs. | | X | | |
| 7. Lifting: Heavy - max. 65 lbs | | X | | |
| 8. Carrying est. wt.30 lbs | | | X | |
| 9. Pushing est. wt. 200 lbs | | X | | |
| 10. Pulling est. wt. 50 lbs | | X | | |
| 11. Pulling hand over hand | X | | | |
| 12. Climbing stairs | | X | | |
| 13. Climbing, use of legs and arms | X | | | |
| 14. Balancing | | X | | |
| 15. Stooping | | X | | |
| 16. Kneeling | | X | | |
| 17. Repeated bending | | X | | |
| 18. Crawling | | X | | |
| 19. Reaching: X High X Low X Level | | | | X |
| 20. Repetitive finger movement | | X | | |
| 21. May use hands for grasping | | X | | |
| 22. May use hands for manipulation | X | | | |
| 23. May use hands for twisting of wrist | | X | | |
| 24. May use hands for flex/ext. of wrist | | X | | |
| 25. May use hands for reaching | | | X | |
| 26. May use hands for overhead work | | X | | |
| 27. Repetitive twisting or pressure involving wrists or hands | X | | | |
| 28. Both hands required | | X | | |
| 29. Both legs required | | X | | |
| 30. Ability of rapid mental/muscular coordination simultaneously | | X | | |
| 31. Oral communication: speaks clearly in Spanish X English Hmong Other | | | | X |
| 32. Hearing - conversation | | | | X |
| 33. Intense visual concentration | | | | X |
| 34. Specific visual requirements | | Near: X | Far: | |
| 35. Depth perception | | Y: | N: | X |
| 36. Color vision: distinguish basic shades | | Y: | X N: | |
| 37. Color vision: distinguish basic colors | | Y: | X N: | |
| 38. Operation of crane, truck or motor vehicle | | Y: | N: | X |
| 39. Other: | | | | |

Working Conditions

| | N | O | F | C |
|---|---|---|---|---|
| 1. Outside | X | | | |
| 2. Alternating between outside and inside | X | | | |
| 3. Heat between 90°-100° | X | | | |
| 4. Heat over 100° | X | | | |
| 5. Cold below 55° | X | | | |
| 6. Temperature changes: Excessive Frequent | X | | | |
| 7. Wetness | X | | | |
| 8. Dry atmospheric conditions | X | | | |
| 9. Confined spaces | X | | | |
| 10. Heights: Max. height - 1 ft | | X | | |
| 11. Constant noise above 85 decibels | X | | | |
| 12. Intermittent noise above 85 decibels | X | | | |
| 13. Vibration | X | | | |
| 14. Fumes: Irritant Toxic | X | | | |
| 15. Dust: more than nuisance | X | | | |
| 16. Gases: types - | X | | | |
| 17. Chemicals: types - | X | | | |
| 18. Grease and oils: types - | X | | | |
| 19. Working with machinery with moving parts | X | | | |
| 20. Working with moving vehicles | X | | | |
| 21. Working with ladders/scaffolding | X | | | |
| 22. Working below ground | X | | | |
| 23. Working with hands in water | X | | | |
| 24. Working alone | X | | | |
| 25. Work intensity: Sedentary Light X Light/Medium Medium Heavy | | | | |
| Hours/day: 8 Days/week: 5 Days overtime/week: 0 | | | | |