



Bessemer Public Library

Class Specification

Class Title: Cataloger/Acquisitions, Full-Time

Department: Library

Reports to: Library Director

JOB SUMMARY:

The Cataloger/Acquisitions position for the Bessemer Public Library serves as a lead staff member, performing para-professional library functions related to ordering, processing, cataloging, and adding materials to the library collection. This position supports collection development, vendor relations, and public service operations; assists patrons; supports overall library operations; provides guidance, training, and oversight to assigned staff; and ensures compliance with library policies and procedures in support of the informational, educational, and recreational needs of the Bessemer community.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Cataloging, Acquisitions & Technical Services

- Catalogs, processes, and maintains library materials, including unpacking, cataloging, labeling, stamping, dating, cleaning, repairing, and replacing materials and labels.
- Ensures accurate entry of materials into the integrated library system (ILS) for circulation, maintaining metadata integrity, item records, and holdings.
- Coordinates the ordering, receiving, and invoicing of library materials in accordance with library policies, purchasing procedures, and approved budgets.
- Tracks orders, resolves discrepancies, and ensures timely processing and availability of materials.
- Maintains positive working relationships with vendors, publishers, and consortium partners.
- Assists the Library Director with materials budget monitoring, invoice reconciliation, and preparation of reports as requested.

Lead Staff & Administrative Support

- Carries out lead staff responsibilities, including training staff in job skills; assigning and directing work; making recommendations for performance evaluations; and reporting issues or concerns to the supervisor.
- Opens and closes the facility; operates the security system; and empties book drop boxes.
- Prepares, reviews, and analyzes routine and non-routine reports using a variety of software applications.
- Receives, sorts, and summarizes information for report preparation; prepares work reports; and relays or interprets administrative decisions, policies, and instructions.
- Composes correspondence in accordance with established policies; responds to inquiries; explains library policies and procedures; and independently processes routine and non-routine matters.
- Enters and retrieves data using computerized systems to generate daily, monthly, and annual reports.

Additional Duties

- Supports collection development initiatives by providing data, reports, and recommendations based on usage trends and community needs.
- Collaborates with public services staff to ensure materials align with patron needs and service priorities.
- Performs circulation desk functions, including checking materials in and out; registering patrons and issuing library cards; collecting fines and fees; sorting and shelving materials; and issuing overdue notices.
- Assists patrons with library equipment, including computers, printers, and related technology.
- Answers phones, provides assistance, forwards calls, and responds to complaints or service concerns in a professional manner.
- Interprets and applies library policies and procedures and assists in resolving customer complaints.
- Assumes a leadership role during emergency situations, as required.
- Stays current with evolving cataloging standards, trends, and best practices in technical services.
- Participates in library-wide initiatives, committees, and special projects as assigned.
- Develops and maintains documentation for cataloging and acquisitions procedures.
- Serves as backup support for other library positions as needed.
- Assists with processing donations of books and materials.
- Assists with daily financial functions and supports the coordination and delivery of library programs.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities Knowledge of:

- Principles and practices of library operations, including cataloging systems, terminology, and library technologies.
- Library standards and metadata systems, including the Dewey Decimal System and MARC records.
- Applicable federal, state, and local laws, ordinances, codes, rules, and regulations.
- Customer service principles and techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Community interests, needs, and service priorities.
- Computer software and hardware relevant to the performance of essential job functions.

Skills in:

- Organizing, assigning, leading, and reviewing the work of staff.
- Exercising tact, discretion, initiative, and independent judgment within established guidelines.
- Accurately and efficiently entering, retrieving, and managing data using computerized systems.
- Organizing work, setting priorities, meeting deadlines, and following up on assignments with minimal supervision.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities

- Ability to provide effective service and communicate professionally with patrons and staff.
- Ability to analyze situations, identify problems, and implement appropriate solutions.
- Ability to read information from a computer screen and accurately enter data into computer systems.
- Ability to perform physical tasks associated with library operations, including sitting; standing; reaching; bending; speaking and hearing; and pushing, pulling, and lifting materials weighing up to 50 pounds.

Working Conditions

- Work is performed primarily in a library or office environment with minimal exposure to outdoor conditions, dirt, or dust.
- The work environment is typically moderately quiet.
- Work schedules may include irregular hours, evenings, and weekend shifts as required.

Education and Experience

- Bachelor's degree from an accredited college or university; and/or
- Two to three years of progressively responsible, related experience.

BENEFITS:

Salary: \$39,104.00, Full Health Insurance Benefits Package

Hours may vary, All positions may include morning, afternoon, evening and weekend hours. Employees may be required to adapt to future schedule changes depending on library needs.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant absent undue hardship.