

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Bibliographic Services Specialist

Reports to: Library Media Services Coordinator; DLMC, Cataloging & Processing

POSITION SUMMARY

Oversee the Cataloging and Processing Department for use by all School District libraries and charter schools.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 45% Monitor & update daily, library software for all library materials needing original cataloging.
- D 15% Design & develop procedures and guidelines for the Cataloging & Processing Department, including the integration of national/international rules and guidelines for cataloging, MARC records, and Dewey Decimal classification.
- D 10% Coordinate all District automated library software and the Union Catalog among all schools with the National Standards of Practice
- D 10% Coach, orient, & assist, on a daily basis, District librarians on Bibliographic Services policies and procedures, District policies and procedures, including Selection of Materials Policy, and library “best practices.”
- D 5% Supervise on a daily basis, Cataloging & Processing Department staff, including assignment of work, training, and evaluations.
- W 8% Manage Cataloging & Processing Department budget, including administering and monitoring allocated funding.
- M 3% Evaluate District library collections for curriculum needs, collection development, maintenance, and/or de-selection.
- M 3% Act as liaison between vendors and professional library technology associations (LITA, SLA, ALA, CAL) and District librarians.
- 1% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Master’s Degree in Library & Information Management.

MINIMUM EXPERIENCE

Five years experience managing and supervising in a K-12 library environment.

SKILL REQUIREMENTS

Computer applications (BiblioFile ITS software program)
Leadership/supervisory skills.
Library systems management skills.
Excellent oral and written communication skills.
Problem solving, organizational, & analytical skills.

GENERAL EXPECTATIONS

Is flexible.
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION - None

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting five (5) to forty (40) pounds.
Frequent bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

SUPERVISORY DUTIES – Three (3) non-exempt/classified positions.

WAGE SCHEDULE –Prof/Tech Range 3

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.