

CATALOGUER

RUTHERFORD COUNTY LIBRARY SYSTEM

ORGANIZATION DESCRIPTION:

Rutherford County Library System (RCLS) is comprised of five branches and a Bookmobile serving the Greater Rutherford County community. RCLS receives funding from three cities (Eagleville, Murfreesboro, and Smyrna) and Rutherford County, though governed by the Board of Directors of RCLS (“the Board”). Our mission: Empowering the community with resources to explore, imagine and engage.

SUMMARY:

Under the direction of the RCLS Collection Development Coordinator, the Cataloguer will be responsible for classifying, cataloging, and organizing library materials for all locations in the system.

DUTIES & RESPONSIBILITIES:

- Catalog and classify library materials; maintain an accurate, up-to-date database of library holdings; and physically process items being added to and withdrawn from the collection.
- Ensure all material can be retrieved conveniently using standardized methods
- Perform original and copy cataloging and adapt online records according to guidelines in all subject areas
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with an Associate’s Degree or above and a minimum of 2 years recent public library experience or an equivalent combination of education and experience.
- Skill in communicating effectively, both verbally and in writing; strong analytical and problem solving skills; skill in developing staff procedures and guidelines; skill in interpreting statistical data, formulating recommendations and writing reports; skill in coordinating multiple projects simultaneously; skill in organizing, compiling, and recording information accurately; skill in utilizing word processing, database, and/or spreadsheet software packages.
- Possess a valid Tennessee Driver’s License or ID.
- Scheduling flexibility is required, but a regular schedule of hours, including nights and weekends, with occasional exceptions is possible. This position is classified as Full Time or Part Time Non-Exempt for the purpose of the Fair Labor Standards Act.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

- The job location is at but not limited to the administrative offices of RCLS.
- Physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such

as walking over rough or uneven surfaces.

- Frequent bending, stooping, and working in confined spaces.
- Lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (50 lbs. and over) items.
- Minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment.
- Utilizing a keyboard, and sitting, or standing for extended periods of time.
- Tasks require sound, color, depth and visual perception.

This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties and may be supplemented at anytime. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this summary. The job description does not constitute an employment agreement between RCLS and the employee, and is subject to change as the needs of RCLS and the requirements of the job change.