



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **CATALOGING ASSISTANT**  
Jurisdictional Class: Competitive  
Civil Division: Seymour Library  
Adoption: CSM 12/20/22  
Revised: CSM

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for cataloging materials and preparing materials for circulation. Maintenance of collections. Assisting the Librarian in collection development. Performs order processing and related accounting to do with collections. The work is performed under the general supervision of a Librarian. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Prepare library materials for circulation (includes tasks such as attaching barcode, stamping appropriate pages, cover as needed, develop other contents as needed for Library of Things) and delivers processed materials to public service areas  
Assists librarians with projects related to collections/cataloging  
Copy Cataloging  
Work with Finger Lakes Library System to address consortium cataloging concerns  
Verifies cataloging records for proper processing. Refers discrepancies/inconsistencies in acquisitions and bibliographic records to the Director of R&I  
Delivers processed library materials to public service areas  
Updates bibliographic and item data in the local catalog  
Regularly performs physical inventory of library materials using Polaris Inventory Manager and manages the resulting reports of lost, missing, mishelved items.  
Withdraws material as needed  
Deletes item records as needed  
Process regular item maintenance (including batch changes) in a timely manner  
Resolves routine problems in technical procedures.  
Update/create item records to attach to bibliographic record using written procedures and entails:  
Adding location and formatted volume information  
Adding barcodes, providing descriptions and linking to holdings when necessary  
Consults with librarian on problems encountered  
Inventory the collection, using ILS tools; update ILS accordingly. Work with staff to address problems with shelving or records  
Prepares Lost and Missing report for selectors on a timely basis.  
Works with selectors/librarians to deacquisition materials from the collection  
Maintains accurate records  
Process orders from suppliers using Polaris Acquisitions module:  
Import selector's carts into Polaris Acquisitions  
Create purchase orders and on-order item records  
Receive items  
Record payment of outstanding invoices  
Maintain fund balances as directed by Director of R&I  
Update acquisitions with information from supplier regarding canceled orders or items on backorder

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Maintains integrity of library network by maintaining file(s) and file structure used in acquisitions  
Process serials  
Receive library materials for processing:  
Verify invoice/packing slip for receipt of materials  
Contact vendors regarding order discrepancies as needed  
Performs routine maintenance on library materials, evaluates and makes appropriate repairs to damaged library materials.  
Maintains and updates processes and procedures manual for assigned responsibilities.  
Performs a variety of library clerical tasks, as assigned

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of library services and practices;  
Good public relations skills;  
Good organizational skills;  
Knowledge of or the ability to learn library databases;  
Ability to understand and carry out complex oral and written instructions;  
Ability to communicate both orally and in writing;  
Physical condition commensurate with the duties of the position.

**MINIMUM QUALIFICATIONS:**

Completion of sixty (60) credit hours from a regionally accredited or New York State registered college or university classes in Business Management, Accounting/bookkeeping, computer technology or a related field

AND

One year of full-time paid (or the equivalent part-time and/or volunteer) library clerical experience which includes experience in computerized library operations.