



# Job Description

**Job Title:** Cataloging Librarian  
**Department:** Library  
**Reports To:** Library Administrator

**Job Status:** Regular/Full-time (40 hours/week)  
**FLSA Status:** Exempt  
**Physical Strength:** Moderate

## SUMMARY

The Cataloging Librarian performs professional cataloging duties, including original as well as complex copy cataloging of material in all formats. In addition, the cataloging librarian will maintain the Koha library information system.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department and/or Abbey needs.*

- Completes assigned cataloging workload in a timely and accurate manner.
- Assists with the planning and decision making related to the work of the department.
- Oversees the work of library assistants or other catalogers, including volunteers who assist with cataloging work.
- Maintains knowledge of current national cataloging and metadata standards, issues and trends as well as of the library's integrated library system.
- Frequently interacts with individuals both within and outside of organization.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey.

## SUPERVISORY RESPONSIBILITIES

May direct the work of Monks, library assistants, volunteers or work study students.

## QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of cataloging standards (AACR2, LCSH, LC Classification, MARC21, RDA).
- Reading knowledge of Latin and modern European languages a plus.
- Demonstrated ethic of accountability in the workplace; experience maintaining strict confidentiality and discretion.
- Ability to support others' objectives as his/her own.
- Requires excellent judgment, communication skills, and a personal commitment to outstanding customer service.
- Must be a self-starter with ability to work both independently and as a member of a team.
- Ability to take initiative on projects as directed and demonstrate excellent time management skills, while demonstrating a high degree of flexibility, adaptability and the ability to prioritize tasks and simultaneously focus on multiple projects and deadlines.
- Strong attention to detail management and organization, with a 'process quality' mindset.
- Strong oral and interpersonal communications skills and phone etiquette, with a demonstrated ability to interact with a variety of individuals from a diverse variety of backgrounds and cultures, at all levels of the organization.
- Ability to thrive in a dynamic and friendly environment characterized by growth and change.



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- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Must have working knowledge of the Catholic Church. An understanding of a Catholic Abbey and Seminary helpful.
- Must be available for occasional weekend and/or evening work.
- In order to provide our Library guests with a pleasant and healthy environment, while at work the employee is expected to be free of any discernible smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.
- Regular and predictable attendance is an essential function of the job.

## **EDUCATION and/or EXPERIENCE**

- Master's degree in Library or Information Science from an ALA accredited library school.
- 3 years' experience in cataloging.

## **LANGUAGE SKILLS**

Strong verbal and written skills.

## **MATHEMATICAL SKILLS**

Solid basic math skills.

## **COMPUTER SKILLS**

- Excellent computer skills including familiarity with library applications, as well as knowledge of bibliographic and technical databases (eg. OCLC, KOHA, and EDS) and web programming using HTML and CSS.
- Solid knowledge of Microsoft Office (Excel, Word and PowerPoint), database expertise and use of the Internet.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead.
- Will frequently (several times per week) lift small boxes weighing up to 15 pounds.
- Will occasionally enlist assistance help in lifting larger objects (i.e. boxes of paper, envelopes, etc.) weighing up to 50 pounds.

## **WORK ENVIRONMENT**

Office environment.