
WESTERN MICHIGAN UNIVERSITY

Job Description

Job Title: Coord Fast Cataloging **Position Number:** 0296
Pay Type: Hourly/Non-exempt **Department Name:** Waldo Library
Grade: 15

General Summary

Plans, manages, and coordinates the activities of a technical services unit.

Major Duties

- Plans, manages, and coordinates on a primary basis the operations and activities of a technical services unit, working with departments and staff to establish and maintain productivity standards. Hires, trains, supervises, and evaluates staff. Develops training materials to help staff improve skills and productivity and to stay current with changes in the OCLC, AACR2 rules, MARC formats, and Library of Congress rules and interpretations.
- Initiates, recommends, develops, implements, and enforces policies and procedures. Develops new services.
- Performs cataloging and processing functions for complex records and special format collections; resolves problems related to discrepancies between on-line records and library materials.
- Contacts publishers and vendors, as well as other University and library staff, to solve problems. Serves as a liaison between commercial companies and the library, directing vendors in operations and ensuring maintenance of contractual standards.
- Ensures the operating condition of in-house power equipment and the labeling system.
- Oversees the completion and maintenance of unit statistics and files.
- Investigates and evaluates technology practices, implementing changes as appropriate.

Minimum Qualifications:

- Bachelor's Degree in a relevant field combined with one year of experience in a library technical services position. Three or more years of experience is preferred.
- Thorough working knowledge of AACR2, ISBN, Library of Congress, and other cataloging rules and practices; and of OCLC and Voyager databases and their required formats, codes, and input procedures. Training or experience in data entry.
- Excellent organizational, supervisory, interpersonal, and oral and written communications skills.
- Proficiency in Microsoft Office. Excellent CRT operation and database management skills, including the ability to read and analyze records accessed.
- The ability to identify and read one or more foreign languages.
- Familiarity with business practices and reference materials.
- May require working knowledge of bindery operations.
- May require mechanical knowledge for equipment maintenance.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.