



Office of Human Resources  
Library Bibliographic Technician - LC1240  
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### General Statement of Duties

Performs on-line data entry, retrieval and reconciliation to implement the classification and cataloging of library materials.

### Distinguishing Characteristics

Positions in this class perform on-line data entry, retrieval and reconciliation of library materials. This class is distinguished from the Administrative Support Assistant III class that performs a variety of full performance level office support work.

### Level of Supervision Exercised

None

### Essential Duties

Catalogs fiction and children's picture books using national database records and writes descriptions, determines access points and assigns unique call numbers.

Contributes to the library customer service mission by assisting library customers and staff as needed and requested.

Researches national bibliographic information using on-line database (OCLC) for cataloging of library materials.

Receives library materials that have been selected or approved, donated or purchased for the library collection by entering receipt data into the online serials/acquisition system as appropriate. Reconciles invoices and approves them for payment, making foreign currency conversions as necessary.

Searches multiple databases (CARL) and matches the most appropriate data with the item to finalize record for input.

Enters, corrects and deletes records from the database and reports daily production statistics.

Formats database records consisting of fixed and-variable fields, codes and indicators, to ensure user access.

Makes recommendations about the collection, suggesting acquisition, transfer or withdrawal of materials.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

### **Knowledge & Skills**

Knowledge of library operations sufficient to be able to maintain a specific collection of materials.

Skill in using computers for data entry and retrieval.

Skill in using bibliographic databases.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Two (2) years of library experience using an automated bibliographic database.

### **Education & Experience Equivalency**

None

### **Licensure & Certification**

None

### **Working Environment**

For DPL Positions Specifically:

Potential exposure to infections and contagious diseases.  
Subject to varying and unpredictable situations.  
Subject to many interruptions.  
Pressure due to multiple calls and inquiries.  
Handles absentee replacement on short notice.  
Handles emergency or crisis situations.  
Personal Safety: aware of surroundings, people, and events.

### **Level of Physical Demand**

For DPL Positions Specifically:  
2-Light (10-20 lbs.) to 4-Heavy (50-100 lbs.)

### **Physical Demands**

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: Remaining in a stationary position.

Reaching: Extending the hands, arms, or other device in any direction.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Fingering: Picking and pinching, through use of fingers or otherwise.

Talking: Communicating ideas or exchanging information.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Repetitive Motions: Making frequent or continuous movements.

Eye/hand/foot coordination: Performing work through using two or more body parts or other devices.

Walking: Ability to move or traverse from one location to another.

Carrying: Transporting or moving an object.

Pushing: Exerting force upon on object so that it moves away from the person.

Pulling: Exerting force upon an object so that it is moving to the person.

Balancing: Maintaining equilibrium.

Stooping: Positioning oneself low to the ground.

Kneeling: Assuming a lowered position.

Crouching: Positioning body downward and forward.

Lifting: By Position, may move objects 10-20 pounds, 20-50 pounds, or 50-100 pounds from one level to another.

Standing: Remaining in a stationary position.

Written Comprehension: Ability to discern the meaning of written words.

Neck Flexion: Perceiving objects located above or below.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Kneeling: Assuming a lowered position.

### Background Check Requirement

Criminal Check

Employment Verification

### Assessment Requirement

None

### Probation Period

None

### Class Detail

**Pay Grade: C-610**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**