



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	LIBRARIAN METADATA
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	194 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	4163
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Uses descriptive metadata sets to create bibliographic records for school library materials to ensure the consistency and integrity of district-wide databases. Plans, coordinates and administers activities and trainings for K-12 librarians and teachers. Develops and implements organizational information systems and software applications. Responsible for maintaining, supporting, and upgrading existing systems and applications. Provides support of workflow in centralized processing of school library materials.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules and regulations

Catalogs resources for the Audiovisual Center collection

Responds to cataloging related questions by school library media specialists

Maintains master database and appropriate authority files for all resources cataloged

Provides cataloging related in-service training to school library media specialists

Compiles reports and makes recommendations as needed

Assists with project planning and implementation

Participates in managing and coordinating workflow and logistical issues related to departmental special projects

Keeps current with new research databases and techniques, library technology programs, and Internet applications as they become available in the library

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Library Media

Valid Kentucky Teaching Certificate and library media specialist endorsement

Five (5) years of successful library experience

Demonstrated ability to work cooperatively in a team situation

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting professional development programs
Strong service orientation
Demonstrated ability in collection development
Experience in a diverse workplace