

MERIDIAN LIBRARY DISTRICT

Resource Coordinator



Position Summary

The Resource Coordinator performs duties in assigned areas relating to acquisitions, cataloging, processing, and collection maintenance. This position assists the District Support Services Manager in the supervision of workflow related to ordering, cataloging, processing and maintenance of library materials and transmits records into the Integrated Library System (ILS); receives, catalogs and processes all library materials; invoices materials in coordination with the Resource Specialist; de-selects and deletes library materials. Work is performed independently under general supervision.

Duties and Responsibilities

Essential

Collection Processing and Maintenance

The Resource Coordinator coordinates cataloging, processing, and maintenance of library materials and records. Prioritizes and distributes work as part of a team to ensure maximum flexibility and efficiency. Helps build a collection which reflects the diversity of the community in which the library serves. Maintains staff cataloging and acquisition manuals. Creates and uploads records in/into the ILS, editing as needed. Performs original and copy cataloging; adapts online records according to guidelines in all subject areas and languages as needed to ensure maximum discoverability within the public catalog. Interprets and applies Library of Congress subject headings, the Dewey Decimal system, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals to catalog and classify library materials. The Resource Coordinator maintains authority records and performs needed authority work in the database. Oversees and ensures the accuracy and currency of library records in the ILS and OCLC. Processes and mends library materials.

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Customer Service

Provides high quality internal customer service to staff, volunteers, and vendors. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere. Arrives at work location on time, ready to interact with other staff.

Reports and Recordkeeping

Maintains good records related to acquisitions, processing and purchases. Runs statistical and collection ILS maintenance reports and performs ILS and third-party software data maintenance. Maintains good attendance and timekeeping records.

Marginal

Works with District and Lynx Library Consortium cataloging and acquisitions staff to update procedures and ensure standards met. Works with vendors, staff, and Lynx Library Consortium personnel related to ILS updates, upgrades, pre-processing plans, and special collections. Makes recommendations for changes in workflow and procedures to maximize efficiency. Represents the library in Lynx Library Consortium group meetings. Utilizes RFID systems and software to write information to RFID tags on circulating materials.

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion.

Provides exemplary customer service and maintains a favorable public image of the library. The Resource Coordinator position requires excellent interpersonal skills, the ability to communicate effectively, and appropriately, with people from diverse backgrounds. Builds and maintains positive working relationships with individuals at all levels of the organization and may need to foster positive partnerships with outside organizations.

Proficient with standard office applications (including Microsoft Office and Google Workspace), online library automation system and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new

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software and equipment technologies. General understanding of public libraries and library services.

The Resource Coordinator position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and/or negotiation of conflicts; assists with ensuring customer satisfaction district-wide.

Experience: 2 years of library experience, public library preferred.

Education: High School Diploma or GED and 2 years of postsecondary education; or equivalent education, training, and experience.

Training, Licenses, or Certifications: Courses and/or training in computerized library cataloging and/or acquisitions. Valid driver's license.

Supervisory Responsibility: None.

Preferred Qualifications: Bachelor's degree or MLS/MLIS degree from an ALA accredited library school. Bilingual, preferably Spanish-English, Russian-English.. Two or more years of experience in library cataloging or acquisitions. Knowledge of the principles and practices of automated library systems, library classification systems, AACR2 and RDA standards, and knowledge of trends and practices in library service.. Desired personal attributes include a sense of humor, a passion for engaging people from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

Working Conditions

Physical Requirements: This position requires the employee to constantly stand, sit, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; seldom kneel, crawl, and balance. This position also requires the employee to lift and carry 10-50 pounds; reach at, above, and below shoulder height; grasp objects weighing 10-50 lbs.; push and pull objects weighing 50-100 pounds.

Mental Requirements: This position requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic math.

Technology, Equipment, and Devices: This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office applications, library systems and

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databases, email and cloud environments. This position requires the employee to operate and occasionally troubleshoot general office equipment, as well as new consumer technology, and book carts.

Work Environment: This position requires the employee to be subjected to repetition, working alone, working remotely, working around others, verbal contact with others, face-to-face contact, inside environments, mechanical equipment, and moving objects.

Expected Hours of Work: This position requires work to be performed during regular daytime business hours Monday-Friday. Position schedule is subject to change at any time at the discretion of management.

Expected travel: This position requires limited travel for training and conference activities. May require travel between Meridian Library District locations.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.

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