Saint Michael's College
Job Description

Job Title: Associate Director for Bibliographic Services

Department: Library and Information Services

Supervisor or Manager: Director, Library and Information Services

Date Created: 04/15/05         Last Revised: 04/15/05          FLSA Status: E

It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- The College library’s collection of resources is organized and properly maintained
- Items are received, bar-coded, processed, labeled, transferred, withdrawn, repaired, bound, re-labeled, and shelved
- Intellectual and physical access to the library’s resources is maintained in a user friendly way
- Bibliographic records are added to the catalog to provide descriptions and authorized index terms for collection items
- Holding and item records are linked to bibliographic records to provide locations, classifications, item types, barcode numbers, and volume designations for collection items

Essential Duties and Responsibilities:
- Hires, trains, supervises, and evaluates Bibliographic Services staff
- Oversees the selection, training, and supervision of student assistants assigned to Bibliographic Services
- Organizes and maintains the college library’s collection of resources
- Develops, implements, and documents appropriate goals, standards, systems, and procedures for achieving optimum productivity and quality in cataloging and serials control operations
- Manages cataloging and serials control operations: monitors work methods, workflow and work results, makes modifications and improvements as necessary, uses e-mail and staff meetings to address issues, develops ideas, communicates information, and gives instructions
- Resolves cataloging and serials control problems involving the proper input (to the catalog) of existing bibliographic records (copy cataloging), holding records, item records, and serials check-in records
- Creates bibliographic records to describe library material for which no cataloging copy is available (original cataloging) and input to OCLC’s WorldCat as appropriate
- Provides catalog access to electronic resources (electronic indexes, full-text databases, electronic journals, electronic books, selected resources on the World Wide Web)
- Provides for the cataloging of some materials located outside the library (LLRC, Student Resource Center)
- Ensures uniformity of catalog information such as terms and names, subjects, and titles, which will allow for the effectiveness of cross-references through “authority control” procedures
- Works with the Systems Librarian and technical support personnel to configure, upgrade, and maintain the library system’s functionality and integrity with full administrative access
- Provides for optimum interface with OCLC’s WorldCat and maintains institutional OCLC holdings data
- Serves as liaison to NELINET: prepares annual budget for OCLC services, monitors OCLC usage, and NELINET account balances
- Manages mending and binding operations: develops schedules for repairs as well as guidelines, prepares cost estimates, monitors spending, and oversees operations
- Manages stacks maintenance and monitors shelf capacity, including bound periodicals, current periodicals, special collection, maps collection, microform cabinets, storage, reference annex, and easy readers
- Plans for additional shelving and oversees installation of shelves, shifting of volumes, and modification of signs and section labels
- Executes selected library system reports programs
- Submits annual report of departmental activities

- Actively participates in the Advisors Group led by LIS Director and contributes to setting goals, developing new services, and evaluating library programs
Saint Michael’s College Job Description
Job Title: Associate Director for Bibliographic Services

- Actively participates in rotating the schedule for providing reference service at the Reference Desk (assists patrons with research strategies, database searches, and selecting resources, documentation, using technology, etc.)
- Actively participates in library liaison program which involves providing outreach to assigned academic departments/programs, instructing students at the request of faculty, developing the collection, monitoring book budget allocations, and holding individual consultations with faculty and students
- Keeps abreast of new developments in the field
- Supervises the Library when the Associate Director is the senior staff member on duty
- As a member of the Libraries senior management team, collaborates on library-wide planning initiatives, program development, policy development, assessment, and resource allocation that supports the services and organization of the LIS

Secondary Responsibilities:
- Participates in LIS planning and management in Associate Directors meetings, staff meetings, LIS/IT meetings, and other committee meetings as assigned
- Creates and maintains a master file if LIS statistics
- Responds to periodic requests for library statistics such as the ALS, ACRL, ALA, college surveys, etc.
- Engages in professional development by reading professional journals and attending conferences and meetings such as ALA, ACRYL, NELA, NELINET, NETSL, VLA, Vermont Catalogers Round Table, etc.
- Subscribes to E-mail list serves such as VOYAGER, OCLC, NELINET, AUTOCAT, EBSCO, etc.
- Serves on LIS and college committees

Positions Supervised:
- Senior Bibliographic Services Specialist/ Cataloging (1)
- Senior Bibliographic Services Specialist/ Periodicals (1)
- Bibliographic services Specialist/ Cataloguing (1)

Major Contacts:
- All members of the LIS staff
- History Department Faculty
- Members of Vermont Cataloguers Round Table.

Demonstrates Excellence:
- Possesses extreme thoroughness and pays close attention to detail
- Maintains a high level of accuracy
- Performs all tasks efficiently, effectively, and consistently in order to provide a user friendly, useful resource to patrons
- Works effectively in a participatory management environment that emphasizes collaboration and working on teams in order to plan, make assessments, and make decisions
- Understands and respects the Saint Michael’s College mission, curriculum, strategic plan, vision, and goals
- Understands and respects the mission, strategic plan, vision, and goals of the Library

Education and Work Experience:
- Advanced Degree
- A record of increasingly responsible and varied professional library experience
- Demonstrated managerial/supervisory competence and experience, including budgeting
- Broad knowledge of, and experience with, basic library procedures, automated library systems, cataloging principles and practices, bibliographic services, serials control, information literacy, and electronic resources

Analytic Skills:
The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation

Language and Literacy Skills:
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior
- Spends substantial time on the telephone or in meetings in order to gather necessary information to plan projects
- Responds to questions and solves problems for people using communications skills
Saint Michael’s College Job Description
Job Title: Associate Director for Bibliographic Services

- Demonstrates the ability to prepare or revise written reports or other documents.

Computer/Technology Skills:

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Other (please specify):
- Voyager Integrated Library System modules (cataloging) – Highly Proficient
- OCLC – Expert
- MS Frontpage - Proficient

Licenses, Certifications and Other Requirements:
None required

Physical Demands:

Work is normally performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

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 a disability to perform the essential functions.

Additional Requirements for the Job:
No additional requirements

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.