



## POSITION DESCRIPTION

### Data Specialist

On-call, hourly \$13.85 per hour

#### RESPONSIBILITY

- Positions Howard County Library System (HCLS) as a major component of public education for all ages
- Effectively lives the Seven Pillars of HCLS' strategic plan (Authentic Values, Strategic Vocabulary, Everyone a Leader, Winning Teamwork, Community Partnerships, The Power of Us, and Fiercely Loyal Customers), motivating others to do so as well
- Fully embraces HCLS' educational mission, effectively communicating our curriculum, which comprises Three Pillars (Self-Directed Education, Research Assistance & Instruction, Instructive & Enlightening Experiences)

#### ESSENTIAL FUNCTIONS

- Performs cataloging tasks, as assigned, which may include:
  - Update holdings/item records for materials being added to the library database
  - Update MARC bibliographic records for added copies using the Polaris Integrated Library System
  - Simple copy cataloging using OCLC and Polaris
  - Assign local and Dewey Decimal classification (DDC) call numbers
  - Edit MARC bibliographic records as necessary, using RDA and local policies
- Performs other duties and projects as assigned
- Maintains regular and predictable attendance
- Adheres to all policies and procedures

#### EDUCATION, EXPERIENCE AND SKILLS

- 4 year college degree
- People skills- ability to work effectively with others and enjoy it
- Demonstrated ability to develop and maintain effective, collaborative working relationships
- Ability to input and retrieve data accurately
- Demonstrated passion for attention to detail
- Excellent written and oral communication skills

- Ability to understand and retain detailed instructions
- Familiarity with copy cataloging and MARC format preferred
- Ability to work against tight deadlines and meet production goals
- Ability to work independently
- Computer proficiency- ability to use programs/processes such as the Internet, specialized online research tools, office applications, as well as other library-related programs
- Polaris knowledge a plus

#### PHYSICAL STANDARDS

- Job allows for variance in work routine, requiring considerable amounts of standing, walking, bending, reaching, pushing, pulling, and sitting
- Strenuous activity required, such as pushing/pulling loaded book trucks and carrying bags or boxes of materials weighing up to 50 lbs.

#### ADDITIONAL DETAILS

- Position currently located at the Administrative Branch
- Works under the supervision of and reports to the Senior Data Specialists
- On-call status, with approximately 10 hours per week (Monday-Friday, 8AM-4PM)

#### INTERESTED?

To apply for this position, please fill out an application [bit.ly/HCLS\\_JobApp](http://bit.ly/HCLS_JobApp) available at [www.HCLibrary.org](http://www.HCLibrary.org) (click on Employment at the bottom of the page).

- Open until filled.
- Please deliver your application via email to [jobs@hclibrary.org](mailto:jobs@hclibrary.org) or mail to:

Howard County Library System  
Administrative Branch  
9411 Frederick Road  
Ellicott City, MD 21042

*Howard County Library System takes pride in providing equal employment opportunities.*

