Technical Services Librarian

Last modified FEBRUARY 15 2024

JOB DESCRIPTION: Our Technical Services Librarian oversees and carries out the processing and cataloging of books and other library materials, maintains the integrated library automated system, oversees acquisitions, and explores and integrates other relevant library technology.

DUTIES:

- Manages library functions in the areas of cataloging, acquisitions, and government documents

- Establishes and implements procedures to coordinate all functions of library technical services

- Supervises, oversees, trains, and plans the work of library technical staff as assigned

- Confers regularly with library staff to plan, coordinate, and evaluate services/projects/systems, exchange information, resolve problems, etc.

- Performs, oversees, or supervises other library projects, including initiation and supervision of materials preparation for shelving, and oversight and supervision of annual holdings inventory process

- Assists with other library operations such as provision of reference services, bibliographic instruction, covering the circulation desk, and similar associated tasks

- Performs ongoing maintenance and development for the Atriuum integrated library system in accordance with established network policies, procedures, and related statistics

- Catalogs library materials, including: Books, records, tapes, slides, films, microfiche, and government documents

- Reviews computerized bibliographic records, making modifications as necessary for local library standards, and performs original or adaptive cataloging as necessary where no information is available

- Applies Resource Description and Access (RDA) principles and authority control to all bibliographic records. Enters information correctly in MARC format, including correcting or adapting them as needed and keeping abreast of revisions in rules and format to adhere to established standards

- Keeps abreast of technical and other developments and trends in the library field

- Performs other related duties as assigned by the Executive Director

EDUCATION/QUALIFICATIONS:

- Master's degree in Library Science from an ALA-accredited program preferred

- One (1) or more years of professional experience in a library setting, with supervisory or administrative experience preferred

NECESSARY KNOWLEDGE/SKILLS:

- Knowledge of current trends in library services, standard library procedures, and current information technology

- Applicable understanding of best practices in technical services for public libraries

- Ability to effectively use the internet and academic or other research databases

- Knowledge of connected learning and ability to design programs that embed connected learning principles

- Applicable understanding of best practices in community assessment and engagement

- Familiarity with effective practices in evaluation and outcomes measurement

- Must demonstrate cultural competence skills

EXPECTATIONS APPLICANTS SHOULD HAVE FOR THIS POSITION:

- Ongoing establishment and maintenance of effective working relationships with coworkers, patrons, user groups, community organizations, volunteer groups, etc.

- Consistent, effective communication with others, particularly in writing/email

- Frequent, courteous service interactions with patrons and the community

- Daily recognition and establishment of priorities

- Ongoing identification of adult and young adult needs/interests and translation of the same into effective library services and programs

- Frequent use of initiative and independent judgment in a variety of situations

- Ongoing need for familiarity with emerging technology, including digital media

- Occasional need to communicate effectively with large groups of people

- Occasional relocation of bags or boxes of books weighing up to 40 pounds

- Regular transportation to and from the library

- Occasional need to work evenings and/or weekends