

Job Title: Technical Services Librarian	Department: Technical Services
Classification: Librarian I	FLSA Status: Exempt
Reports to: Library Director	Supervises: Technical Services Department

Primary Duties

- Maintain overall collection development of all library materials.
- Oversee and perform the ordering of all materials for the system.
- Oversee the materials budget of the library system and maintain purchase orders for all collection purchases.
- Maintain the computerized inventory of library materials at all branches.
- Oversee the daily operations of the Technical Services department, including selection, hiring, training, supervision, and evaluation of all Technical Services staff.
- Supervise the operation of routine procedures in the cataloging and processing of all library materials.
- Edit all copy-cataloging records and import them into the library’s integrated library system.
- Import all digital records and oversee the maintenance of these records in the library’s inventory control system.
- Perform the original cataloging of materials.
- Work with the Systems Administration Librarian, the Network Administrator and the Technology & Education Librarian in managing the library’s automation system including general maintenance, troubleshooting, implementing new features and functions, and serving as a primary contact between the library and SirsiDynix regarding cataloging issues.
- Develop selection and deselection plans and oversee all weeding and deselection projects for all collections, at all branches, in coordination with the Assistant Director, Regional Librarians, Circulation Supervisors, and the appropriate selectors.
- Provide the Library Director with collection statistics for monthly reports and for annual State Library reports.
- Attend and participate in staff meeting discussions, including but not limited to all-staff meetings and regularly scheduled librarian and supervisor meetings.
- Stay abreast of current trends, issues, and technological developments in library science, collection development, and cataloging by attending professional library conferences, seminars, webinars, and other continuing education opportunities and by reading the current library science literature.
- Obtain and retain memberships in and participate in activities of applicable professional associations.
- Assist the Library Director with administrative projects as needed.

- Work cooperatively and in professional harmony with staff members, administrators, and the community.
- Follow all library policies and procedures.
- Perform other duties and assignments as required.

Education, Experience, and Training

- Master's Degree in Library and Information Science from an institution accredited by the American Library Association.
- Experience in a public library setting with minimum of three years related job experience preferred.

Knowledge, Skills, and Abilities

- Must have knowledge of cataloging practices and their relation to a public library catalog.
- Strong communication skills, both oral and written.
- Strong organizational and time management skills.
- In-depth knowledge of current versions of Windows, Microsoft Word, Excel, Outlook, PowerPoint and Publisher.
- Experience and knowledge of library automation systems. Knowledge of the SirsiDynix Symphony system preferred.
- Ability to exhibit good judgment and establish effective working relationships with staff and colleagues within the library system and the community.
- Strong supervisory skills.
- Ability to assume responsibilities in collection development.
- Ability to work well in groups and individually with little supervision.

Hours and Working Conditions:

- Regular work schedule is 8:30am – 5:00pm Monday through Friday but some weekend and evenings may be required.
- Ability to lift and move items and materials up to 40 pounds in weight.