

**Head of Technical Services – HURON COUNTY COMMUNITY LIBRARY**

The Huron County Community Library seeks a customer service-oriented professional to join our team. This individual will serve as the Head of Technical Services for our library system.

Description of duties:

The Head of Technical Services manages all aspects of library service in the technical services department with duties regarding cataloging, and processing of materials. The Head of Technical Services possesses the ability and skills to operate a computer and common office software, including an integrated library system. Follows procedures set by the Library Director in regards to Library Board of Trustees policies

Responsibilities:

The Head of Technical Services will catalog print and non-print materials, as well as devices and equipment. Other responsibilities include, but are not limited to, managing all aspects of Technical Services, monitoring inventory in relation to cataloging materials, manage Technical Services staff, coordinate incoming and outgoing shipment of materials and supplies.

Qualifications:

The successful candidate will have at least two years of library experience, including working with material records and cataloging. The Head of Technical Services will preferably hold a Master of Library and Information Science from an American Library Association accredited institution; individuals with some post high school education may be considered.

Salary and Benefits:

This is a full-time (37.5 hours/week) position with full benefits and compensation starting at $30,000.

Closing Date:

Position is open until filled. Resumes will be reviewed upon receipt.

Please submit a letter of interest, resume and three professional references to:

[llwilson@huroncolib.org](mailto:llwilson@huroncolib.org)

Posted September 9, 2019