

## **Open Position Announcement**

**Title:** Head of Technical Services

**Schedule:** Full-time, exempt- 40 hours/week; Some evenings and weekends required

**Rate of Pay:** Starting range of \$44,304 to \$53,164 dependent upon experience/qualifications

**Benefits:** Four weeks paid vacation, ten paid holidays, sick leave; OPERS retirement; Group health benefits and life insurance for full-time employees

**Date Posted:** August 3, 2023

### **Qualifications:**

- Master's degree in Library Science
- A minimum of two years' professional library experience related to selection, collection maintenance, and cataloging/processing
- Supervisory experience desirable
- Candidates with a combination of applicable education, skills, and experience are encouraged to apply

**Job Summary:** The Head of Technical Services leads a team of four full-time employees and oversees the receiving, cataloging, processing, and distribution of incoming library materials. This position is also responsible for the development of a responsive, balanced, and current adult collection in accordance with the library's mission. The successful candidate will ensure that materials are available to the public with peak efficiency, while encouraging and facilitating communication, innovation, and enthusiasm from all staff. Interest in all facets of public library service to adults is highly desirable, as the successful candidate will work at the reference desk as needed and will help to lead programming at the library related to author visits.

**Application Procedure:** To be considered, interested applicants must submit a completed Rodman Public Library application and resume to [employment@rodmanlibrary.com](mailto:employment@rodmanlibrary.com). The application form can be found online at [rodmanlibrary.com/employment](http://rodmanlibrary.com/employment), along with a complete job description.

**Deadline:** Applications will be accepted until the position is filled. No phone calls please. Rodman Public Library is an equal opportunity employer.

## Head of Technical Services

**Job Summary:** The Head of Technical Services leads a team of four full-time employees and oversees the receiving, cataloging, processing, and distribution of incoming library materials. This position is also responsible for the development of a responsive, balanced, and current adult collection of both physical and digital materials in accordance with the library's mission.

**Reports to:** Director/Fiscal Officer

**Direct Reports:** Four (4) full-time staff

### Essential Functions and Duties:

Technical Services/Collection Development (80%)

- Oversees the receiving, cataloging, processing, repair, and distribution of incoming library materials
- Participates in the interviewing and hiring of Technical Services staff
- Manages the training, evaluation, and scheduling of Technical Services staff
- Ensures that staff perform duties according to standardized procedures and delegates tasks to ensure efficient use of departmental resources
- Encourages and facilitates communication, innovation, and enthusiasm from all staff
- Responsible for the development of the Main Library's adult collection, including the selection and de-selection of adult physical and digital materials
- Monitors current trends in publishing and customer interests through the use of reviews, popular media, and customer requests
- Evaluates collection requests and recommendations received from the public and staff
- Maintains cooperative relationships with vendors to further library goals and objectives
- Responsible for seeking out and recommending new material format opportunities
- Assists with the recommendation, implementation, and coordination of training related to the use of the library's eBook and downloadable audio and video collections
- Takes a proactive approach to customer service by anticipating needs and building relationships within the community to advance the mission of the library
- Serves as member of library's management team and other committees as assigned
- Manages library operations in the absence of the Director and Assistant Director
- Keeps abreast of developments in the profession by attending conferences, workshops, and other training sessions; incorporates new learning into daily practices
- Monitors appropriate email listservs in order to stay informed about news and developments related to NEO-RLS, OPLIN, and SEO
- Maintains monthly circulation statistics for all materials throughout the library system
- Completes monthly narrative report related to Technical Services Dept. activities

#### Reference Services/Adult Programming (20%)

- Provides exemplary customer service to internal and external customers by answering directional and reference questions, providing reader's advisory services, locating materials, and ensuring the effective processing of new materials
- Assists customers and staff on use of library's computers, devices, and e-resources including databases and downloadables; stays current on use of new library resources
- Provides training and assistance with patrons' personal technology devices
- Assists in the planning and development of adult programs; manages events related to the library's Fogle Author Series and One Book One Community

#### Qualifications:

- Master's degree in Library Science
- A minimum of two years' professional library experience related to selection, collection maintenance, and cataloging/processing
- Supervisory experience desirable
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

#### Knowledge, Skills, and Abilities:

- Knowledge of adult fiction and nonfiction in all formats
- Thorough knowledge of contemporary bibliographic maintenance standards and practice, including all prevailing cataloging rules, DDC, LCSH, OCLC/MARC records, and applicable library automation
- Familiarity with adult programming
- Knowledge of library policies and procedures
- Solution-driven attitude, with a strong desire to provide outstanding customer service to both patrons and co-worker to further the mission of the library
- Maintain effective working relationships with staff at all levels and patrons of all ages
- Analytical ability to solve complex problems involving budgets associated with collection development and materials processing, personnel matters, interpretation of library policy, and other matters with both long and short term implications
- Excellent written and oral communication skills
- Proficiency in planning, scheduling, organizing, and prioritizing work
- Ability to demonstrate poise and maintain composure in all types of situations
- Ability to provide own transportation in fulfillment of job duties
- Ability to attend conferences, as authorized by Director

NOTES: The preceding statements describe the nature and level of assignments normally given job incumbents. They are not an exhaustive list of duties. Additional related duties may be assigned. The position is exempt under the Fair Labor Standards rules.

Revised August 3, 2023