

## JOSEPHINE COMMUNITY LIBRARY DISTRICT

**POSITION TITLE:** Technical Services Manager

**SUPERVISOR:** Library Director

### **SUMMARY OF POSITION**

The Technical Services Manager provides leadership, vision, and management of the Technical Services Department to ensure robust collection development, ILS services, and cataloging processes are practiced. The Technical Services Manager works closely with the Library Director, Public Services Director, Business Manager, and other Department Heads to help maintain a team-oriented climate that attracts, keeps, inspires, and motivates quality staff and volunteers and secures the trust and confidence of the Board of Directors.

### **ESSENTIAL FUNCTIONS**

#### **Management**

- Provide supervision and direction to collection development librarians to ensure overall operational consistency system-wide.
- Provide supervision and direction to cataloging staff and volunteers for all cataloging activities.
- Aid branch managers in technical services and collection development.
- Train and schedule staff and volunteers in all related technical services and collection development activities to meet organizational goals.
- Manage special projects.

#### **Administration**

- Assist the library director with preparation of annual technical services and collection budget.
- Attend and/or facilitate staff, volunteer, and project meetings relevant to technical services and collection management.
- Facilitate vendor relationships and contracts related to technical services and collection management.
- Prepare monthly, quarterly, and annual reports to support strategic planning and communication.
- Develop and maintain technical services and collection policies and procedures.
- Facilitate effective and efficient workflow, quality control, procurement, and database management practices.

#### **Collection Development**

- Anticipate trends, develop goals, and formulate strategies for the successful development and maintenance of all district library collections and resources.
- Provide overall supervision and management of collection development activities.
- Ensure inter-departmental communication for the improvement of collection management services.
- Oversee interlibrary loan (ILL) and reciprocal borrowing program.
- Coordinate display and discovery of local catalog records and electronic content (research databases and other electronic services) in the Public Access Catalog.

#### **Cataloging Department**

- Carry the primary responsibility for maintenance of the Integrated Library System (ILS).
- Monitor, maintain, and ensure integrity of cataloging bibliographic, authority, and item records.
- Order cataloging supplies as needed.
- Develop, implement, and oversee interlibrary loan (ILL) and reciprocal borrowing program.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties and tasks as required.

## **SCOPE OF AUTHORITY**

Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within a broad interpretation of applicable laws and governmental guidelines. Position has full departmental budget responsibility under the direction of the Library Director and makes recommendations regarding capital expenditures. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

## **SUPERVISORY RESPONSIBILITY**

Position has full supervisory responsibility for the Collection Development Coordinator and Library Assistants including hiring, termination, and pay recommendations.

## **CONTACTS/COMMUNICATION**

Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to-one basis or to groups. Contacts are seldom about confidential or sensitive matters.

## **QUALIFICATIONS**

The ideal candidate for this job has experience in the financial sector, is highly motivated and well-organized, is a self-starter who works efficiently with minimal supervision, and has the ability to work with a variety of personalities.

- MLS from an ALA-accredited library school or equivalent experience or equivalent experience that demonstrates the ability to perform the duties and responsibilities of the position.
- Five years of experience management and/or supervisor position.
- Proficiency with ILS software (Polaris preferred), Microsoft Windows, Microsoft Office (Word and Excel), e-mail, Internet essentials, and basic troubleshooting is required.
- Ability to perform some advanced calculations, including budget analysis and data manipulation.
- Ability to make independent decisions, sometimes with limited information.
- Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
- Ability to work effectively and diplomatically under pressure.

## **PHYSICAL DEMAND**

- Ability to perform physical tasks including frequent standing, bending, stooping, lifting to 25 lbs.
- Ability to use a computer, including keyboarding.

## **JOB CONDITIONS**

Work takes place in a climate-controlled library generally during daytime hours with some evening and weekend work.

## **FLSA STATUS**

Exempt status.

## **BACKGROUND CHECK**

Any job offer tendered is contingent upon satisfactory completion of a background check including driving record.