

## **DESCRIPTION AND RESPONSIBILITIES**

Develops, coordinates, and administers the operations of the Technical Services Department.

Functional knowledge of public library organizations and collections; RDA, Library of Congress Subject Headings; Machine Readable Cataloging Records (MARC); Dewey Decimal Classification system; Online Computer Library Center (OCLC).

Catalogs and classifies all library materials using contemporary bibliographic maintenance standards and practices. Performs original cataloging as required.

Understands and is able to perform all jobs related to library technical services, including but not limited to: maintaining an accurate up-to-date database of library holdings; physical processing of items being added to and withdrawn from collection; maintains accurate lists of standing orders.

Must be technologically proficient.

Develops procedures for processing all library materials.

Trains all Technical Services staff and volunteers. Assigns and oversees their workload.

Prepares and maintains reports.

Receives and checks shipments from publishers and vendors.

Routinely works at Public Service Desks. Assists patron needs with tact and courtesy.

Accepts additional duties as assigned and is qualified to work in any department within the library organization.

Ability to establish and maintain effective working relationships with superiors, subordinates, and peers.

Professional knowledge of current library practices and procedures.

Effective written and verbal communication skills.

Library representative to bibliographic meetings and activities.

## **EDUCATION AND EXPERIENCE**

Master's Degree in Library Science (MLS) or equivalent from an ALA accredited college or university plus 1 -2 years cataloging experience. Knowledge of Sierra Integrated Library System and LION Consortium cataloging standards a plus.

The successful candidate is expected to work some evenings and Saturdays in rotation. This is a 35hr/week position and part of a collective bargaining unit.

While performing the duties of this job, the employee must stand, walk, sit, stoop, kneel, crouch, and reach with hands and arms. Employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move 25 pounds.