

# Head of Technical Services

## Position description

Revised 2019



**GENERAL DESCRIPTION:** Under the direction of Library Director, the Head of Technical Services supports Crown Point Community Library's mission of being a community center for lifelong discovery by creating and managing access to the library collection. Head of Technical Services performs duties requiring considerable judgment and initiative planning and managing workflow.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Member of the Library's Leadership Team and participates in the In-Charge rotation schedule in Director's absence
- Supervise, monitor, and direct work of Technical Service Clerk
- Assess Technical Services processes to improve workflow and productivity
- Coordinates with material selectors to ensure the quality of the library collection
- Oversee the process of addition/ deletion of materials to the library collection
- Perform original and copy cataloging of materials in a variety of formats according to current cataloging standards
- Shares management tasks of ILS functions and configurations to maximize usability by staff and patrons
- Manages and oversees the quality of the information of the MARC record for maximum discoverability for collections by the library customer
- Regular public service duties include staffing service desks as coverage demands
- Responds to inquiries and provides customer service, assistance, and instruction to library patrons; interprets library rules, policies, and procedures to the public
- Increases skills and knowledge through professional reading, webinars, and workshops
- May work nights and weekends

### **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Assists in budget planning in relation to acquisitions, cataloging, materials processing and monitors expenditures
- Processing of physical items for various material formats
- Collection Development duties include purchase and management of daily newspapers and serials
- Other special tasks or duties as assigned by Director

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to plan, coordinate and complete self-directed work
- Familiarity with library classification principles including Dewey Decimal Classification (DDC), Alpha-Numeric System for Classification of Recordings

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- (ANSCR), Library of Congress Subject Headings (LCSH), AACR2, RDA, MARC formats, ITSMARK and other cataloging utilities
- Familiarity with Sirsi Dynix ILS system preferred
  - Highly organized
  - Maintains effective relationship with vendors
  - Ability to relate tactfully and courteously with the public and to maintain effective working relationships with other employees
  - Strong written, verbal, and technological skills including Microsoft Office suite
  - Positive, adaptable, forward-thinking, and willing to learn
  - Demonstrate emotional intelligence and ability to work through difficult situations

### **QUALIFICATIONS:**

- Master of Library Science from ALA accredited school, required
- Must be eligible for Indiana State Library LC3 certification.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may frequently perform these actions:

- Stand, walk, sit
- Use hands and fingers to handle books, paper, technology
- Lift and/or move up to 25 pounds

### **APPLICATION PROCESS:**

- Submit all materials including: resume, cover letter, and Application for Employment found on [crownpointlibrary.org](http://crownpointlibrary.org) in PDF format to [hr@crownpointlibrary.org](mailto:hr@crownpointlibrary.org)
- Provide three professional reference contacts
- Incomplete applications may be discarded
- Position open until filled

### **SALARY:**

17A, starting salary \$51,574/year