

Trails Regional Library

Technical Services Manager

Job Description

SUMMARY

The Technical Services Manager is responsible for managing all aspects of the Technical Services Department including resource sharing, cataloging, and collection development. This position shares responsibility for the operation of the library district by serving as a member of a management team with other members of the Administrative Staff. This position works within various library consortia and serves on appropriate committees to fulfill library obligations.

HOURS OF WORK

The Technical Services Manager is a full-time, exempt position with a minimum of 40 hours per week, typically 8:00 to 5:00, Monday through Friday. Work schedule is subject to change according to the needs of the library system, including evening hours and Saturdays.

EDUCATION AND EXPERIENCE REQUIREMENTS

An ALA accredited Masters of Library Science degree and a minimum of at least 1-year of cataloging experience is required.

ESSENTIAL DUTIES

In addition to any other duties as assigned, the Technical Services Manager has these specific responsibilities:

1. Coordinate the work of the Technical Services Department and supervise department staff.
2. Develop and deliver training to department staff on all aspects of cataloging, resource sharing, and collection development.
3. Coordinate resource sharing through multiple channels.
4. Catalog and process materials in all formats following national and local standards
5. Batch edit and import MARC records from vendors.
6. Collaborate with consortium partners to ensure compliance with consortium policies and best practices
7. Coordinate the purchasing and receiving of both physical and digital collection materials.
8. Communicate with vendors as needed regarding products, services, and payments.
9. Monitor the collections budget and prepare invoices for payment.
10. Review donated material and determine suitability for addition to the library's collection in accordance with library policies.
11. Monitor and review patron purchase requests to add titles to the collection
12. Withdraw materials from the library's collection in accordance with library policies.
13. Determine whether to repair, remove, or replace damaged materials in

- accordance with library policies.
14. Attend relevant meetings, training, and conferences.
 15. Maintain a working knowledge of the policies and procedures of the library system.

CONDITIONS OF EMPLOYMENT

1. Must supervise employees of varying cultures, ages, and abilities.
2. Work at varying paces to respond to needs of patrons and staff members.
3. Work well with all library staff to provide exemplary service to all patrons.

SKILLS OR KNOWLEDGE REQUIRED

1. Possess good communication and leadership skills
2. Organized and able to effectively prioritize.
3. Possess knowledge of Windows Operating System, spreadsheets, word-processing software, Internet browsers, and email.
4. Able to work without direct supervision.
5. Experience working with cataloging and library circulation software
6. Knowledge of RDA, MARC, and Dewey Decimal Classification
7. Experience with Missouri Evergreen or other similar consortia shared collections.
8. Supervisory experience required.

PHYSICAL REQUIREMENTS

1. Be able to maneuver books and other materials.
2. Be able to operate computers, printers and copy machines.
3. Place items on shelves at ground level and up to 7 feet above ground level.
4. Tolerate dust and mold encountered by working with books and other library materials or in library buildings.
5. Communicate with patrons and staff in person and on the telephone in English.
6. Spend up to 4+ hours of sitting.
7. Travel to meetings and mandatory training sessions.
8. Vision which permits the employee to produce and review a wide variety of library materials, written reports and related materials in both electronic and printed form.
9. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

COMPENSATION AND BENEFITS

1. **Salary Track:** H : Salary range \$49,753.60 to \$73,112.00
2. **Reports to:** Director
3. **Benefits:** This position will receive the following paid benefits as detailed in the library's Personnel Policies: holidays, annual leave, sick leave, insurance (health, life, short- and long-term disability), and retirement. The library offers optional dependent health insurance, vision, dental, voluntary life insurance and AFLAC plans at the employee's cost.

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