

**Position Title: Technical Services Librarian**  
**Department: Technical Services**  
**Reports To: Director of Collections & Library Services**

**Code: Exempt/32**  
**Status: Full Time**  
**Date: August 2021**

**JOB SUMMARY:** Responsible for the management of the Technical Services Department.

**NATURE AND SCOPE OF POSITION:** The Technical Services Librarian manages and participates in all aspects of the Technical Services Department including acquisitions, cataloging (original and copy), maintenance of the ILS and digital resources. The Technical Services Librarian also participates in collection management and development as a member of the Library Operations Team and may supervise staff or student workers. This position reports to the Director of Collections & Library Services.

**EXAMPLES OF RESPONSIBILITIES:**

**Acquisitions:**

- Orders, tracks, and processes all new acquisitions, including print and non-print formats.
- Manages the acquisitions materials budget, tracks the special book fund designations, and assigns funds to purchases.
- Participates in the subject selection of acquisitions for the circulating collection.
- Manages annual EBSCO periodical subscriptions.
- Processes donations and gifts to the circulating and special collections.

**Cataloging:**

- Performs original and copy cataloging of all materials and formats following national standards (AACR2, MARC) and classify and provide subject access to materials using DDC, LC subject headings and local classification systems.
- Maintains the accuracy and completeness of bibliographic, item, and order records in ILS.
- Develops and implements plan to address retrospective cataloging needs of the circulating collection.

**Systems Management:**

- Maintains and performs routine administrative functions in the ILS.

- Primary liaison to Innovative Interfaces and our consortium partner, the Fleet Library at RISD.

#### **Digital Assets:**

- Manages digital assets including Hoopla streaming service.
- Maintains and catalogs digital collections into the Omeka database with MODS and Dublin Core.
- Prepares and remits annual E-rate funding application.

#### **General:**

- Evaluates, develops, and implements policies and procedures for Technical Services, suggests innovations and generates ideas for improving workflows and creating efficiencies.
- Coordinates and manages library projects such as inventory, shifting and discarding of materials.
- Participates in the management decisions of the library as a member of the library operations team.
- Stays informed of evolving technical services trends, changing practices and standards, new cataloging software applications and local technology changes.
- Maintains department statistics and compiles monthly and annual reports.
- May supervise library assistants including staff, student workers and volunteers.

#### **FACTORS**

1. *Knowledge & Skills Requirements:* Proven cataloging and technical services skills; attention to detail; demonstrated ability to work both independently and as part of a team; superior organizational, interpersonal, oral and written communication skills; professional attitude and work ethic.
2. *Supervisory Controls:* Specific task-oriented work subject to general administrative supervision from the Director of Collections & Library Services.
3. *Difficulty of Work:* Must have flexibility to work simultaneously on several projects while meeting complex deadlines.

4. *Scope and Effect:* Quality and accuracy of work has a direct and fundamental impact on the organization.
5. *Nature of Personal Contacts:* Contact with members of the Athenaeum, members of the Board of Directors and library committees, donors, vendors, the general public, municipal and government officials, media, civic and community leaders and groups, state agencies, etc.
6. *Work Environment and Physical Demands:* Work is performed in a library environment. The work involves lifting and carrying, standing, walking, and climbing stairs.

#### **QUALIFICATIONS:**

- Master's degree in library science from an ALA accredited institution.
- Minimum of 3 years of professional technical services experience.
- Experience with MARC, LCSH and DDC, and Dublin Core, MODS and EAD formats.
- Ability to create original cataloging records in OCLC.
- Expertise with managing integrated library systems, preferably Innovative's Sierra ILS and digital assets.
- Excellent project management and technology skills.
- Must be well organized and possess excellent interpersonal communication skills and work collaboratively as part of a team.