
Technical Services Librarian

REPORTS TO: Director
JOB CLASSIFICATION: Full Time
STATUS: Exempt
REVISED: 8/18/15
REVIEWED:

BASIC FUNCTION:

Under the supervision of the Director, performs responsible and varied paraprofessional, technical, and clerical work in the area of technical services. Plans, organizes, and manages the proper functioning of the technical services division on a daily basis. Also assists patrons in the use of library services, equipment, and facilities. The Technical Services Librarian interacts with the public and other staff members.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Understands and is able to perform all jobs related to library technical services, including but not limited to: cataloging and classifying library materials; maintaining an accurate, up-to-date database of library holdings; and physically processing items being added to and withdrawn from the collection
- Maintains consistency in the cataloging, classification, and physical processing of library materials
- Places orders for new materials, receives shipments, and checks in newly-acquired materials
- Repairs or returns damaged materials, as appropriate; prepares materials for shipment to the bindery
- Maintains accurate lists of standing orders and continuations
- Monitors the daily operation of the online cataloging system, and acts as local liaison with ILS vendor on technical services matters
- Trains staff and volunteers assigned to technical services projects; makes job assignments and verifies that assignments are carried out properly
- Maintains statistics on collection inventory and technical services activity, and provides periodic reports of same, as directed
- Recommends work procedures following professional standards; communicates with the Library Director and the Circulation Supervisor regarding technical services policies and procedures
- Inventories and reports technical services supply needs

- Confers with Director in developing short/long term planning for technical services department
- Oversees the Library's ILL service by working with the Library Assistant in charge of ILL services.
- Assists in selecting materials for acquisition and withdrawal, as assigned
- Provides patrons with general information on library services; assists and instructs patrons in using library services, equipment, and facilities
- Works at public service desks, as needed
- Assists in performing non-technical services work in the Adult and Children's Departments, as needed
- Attends professional and community meetings, workshops, and conferences, as required
- Supervises all library operations on occasion, as assigned
- Performs other duties, as assigned

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Bachelor degree preferred or a combination of some post-secondary education and relevant work experience.
- Knowledge of library principles and practices and the ability to put them into practice.
- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
- Prior customer service experience necessary.
- Extensive computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the Library and the employee. The Henry County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.