



## JOB DESCRIPTION

**JOB TITLE:** Technical Services Librarian      **DEPARTMENT:** Baxter Memorial Library  
**REPORTS TO:** Library Director      **SUPERVISES:** Technical Services Library Assistants & Volunteers

**GRADE:** 4      **SCALE:**     ADMIN     TECHNICAL     N/A

**POSITION CLASSIFICATION:**     REGULAR       NON-REGULAR  
    TEMPORARY     SEASONAL       VARIABLE PT  
    FULL TIME       PART TIME  
    EX SALARY       NX HOURLY       OTHER

### Position Purpose

The Technical Services Librarian works as a professional librarian under the general direction of the Library Director. The Technical Services Librarian is responsible for planning, coordinating, and supervising the cataloging, technical services, and computer functions of the Library. The Technical Services Librarian assumes a leadership role in managing the library’s online public access catalog (OPAC). This position has considerable contact with the public and supervises library assistants and volunteers in the Technical Services Department.

### Primary Duties & Responsibilities (Illustrative Only)

The essential job functions and duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Manages and coordinates all activities and services in the Technical Services Department.
- Supervises Senior Library Assistants, Library Assistants, and volunteers in the Technical Services Department.
- Oversees all technical aspects of the library’s participation in MINERVA.
- Catalogs and classifies all items for the library’s collections, including books and non-print materials, in compliance with applicable standards.
- Maintains the library bibliographic and patron databases.
- Manages the technical supply inventory and purchases library supplies in coordination with other staff members.
- Supervises the processing of all library items for use by the public.
- Maintains accurate statistics and generates statistical reports.



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- Communicates general library information and library policies to library patrons.
- Promotes a safe and welcoming customer-focused environment and assists children and adults in the use of the library.
- Acts as the library's representative to MINERVA at district and state cataloging meetings.
- Advises the Library Director on policy and procedural issues regarding the Technical Services Department.
- Informs the Library Director of Technical Services Department issues.
- Keeps abreast of trends related to technical services librarianship.
- Participates in professional development opportunities.
- Performs other related duties as assigned.

### **Minimum Qualifications (Recommended)**

#### **Education, Training, and Experience:**

Minimum of a Master of Library Science (MLS) degree, or equivalent, from an ALA accredited program required. Prior technical services library experience required. A strong technology background, including experience with Sierra ILS is strongly preferred. Any equivalent combination of education, training, and/or experience that provides the required knowledge, skills, and abilities may be considered.

#### **Knowledge, Skills, and Abilities:**

- Skilled in cataloging, classification, and library materials processing.
- Significant computer and library systems training and experience.
- Considerable knowledge of standard library practices, procedures, and technologies.
- Strong service orientation with the ability to provide quality library service to a diverse public and consistently project a positive image of the Town.
- Intermediate to advanced skill and proficiency in the following computer/software applications with the ability and willingness to learn new software programs as needed: Microsoft Office products: Word, Excel, Publisher, and PowerPoint; Google: Gmail, Calendar, Drive, and Meet; Zoom; Sierra ILS; Minerva.
- Capable of learning new software programs and technologies as needed.
- Basic knowledge of standard office procedures and equipment.
- Excellent interpersonal skills with ability to communicate effectively, both verbally and in writing.
- Ability and willingness to display a high level of respect and professionalism in the workplace at all times.
- Ability to deal courteously with the general public at all times and establish and maintain effective working relationships with employees, municipal officials, library trustees, vendors, and other agencies.



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- Ability to accurately interpret, follow, and enforce Town and Library policies, rules, and regulations.
- Self-motivated with solid organizational skills.
- Ability to exercise ethical decision making and good judgment.
- Ability and willingness to adapt to changing organizational needs, conditions, and work responsibilities, including flexibility to try new ideas and methods.
- Ability to multi-task, work within established deadlines, and prioritize daily workload.
- Ability to resolve customer complaints in a calm, respectful, and positive manner.
- Ability to perform highly detailed work with frequent interruptions and distractions.
- Ability to speak in public, including conducting presentations.
- Ability to work cooperatively as a team and willingness to cross-train with other team members.
- Ability to maintain confidential information and exercise considerable tact in the handling of sensitive matters.
- Ability and willingness to successfully complete any necessary training.
- Must be able to work weekday, evening, and weekend hours.
- Ability to transport self to off-site meetings, conferences, and trainings.
- Ability to perform all essential functions of the position.

### **Physical & Mental Requirements**

The physical and mental 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.

#### **Physical Requirements:**

While performing the duties of this job, the employee is frequently required to work at a computer and stand for prolonged periods of time. Sufficient speech and hearing are needed to clearly convey and receive information over the phone and in person. Must have sufficient vision to perform the essential functions of the job. While performing the duties of this job, the employee will regularly stand, sit, talk, walk, bend, pull, inspect documents, reach with hands and arms, as well as use hands to finger, handle or feel objects routinely used to perform job duties. The employee must regularly crouch or kneel, step up, and lift and/or move objects weighing up to 30 pounds independently, such as office supplies, boxes, and books. Occasionally lifts objects weighing over 30 pounds, such as computers and printers. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

#### **Mental Requirements:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; observe, accurately interpret, and respond appropriately to highly sensitive and/or volatile situations and/or persons; read and interpret data, information, and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing and intensive deadlines; manage multiple concurrent tasks; work



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with constant interruptions; and interact in a calm, professional manner with staff, officials and the public. Has access to confidential documents requiring the application of appropriate judgment, discretion, and professional office protocols to ensure the integrity of sensitive information.

Has frequent contact with town officials, employees, the general public, contractors, vendors, and state agencies and representatives. Contacts are primarily in person, by email, telephone, and in writing and involve discussing routine and semi-complex information; contacts with the public require considerable patience, tact and discretion and in some cases confidentiality. Interaction with the public and staff is occasionally done in a group setting requiring public speaking.

### **Work Environment**

Work is performed under typical library conditions. Operates computer (hardware and software), telephone, and other standard office equipment. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually low to moderate.