



Campbell County Public Library
Employment Opportunity Posting
Posted October 24, 2017

JOB OPPORTUNITY

JOB TITLE: Technical Services Manager

WORKSTATION: Newport

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: \$51,792 (annually)

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



Technical Services Manager

REPORTS TO: Library Director
JOB CLASSIFICATION: 9
STATUS: Exempt
REVISED: 23 Oct 2017

BASIC FUNCTION:

Under the general direction of the Library Director, the Technical Services Manager is responsible for the administration and evaluation of the Technical Services Department. The Technical Services Manager maintains vendor relationships; ensures accuracy in budgeting, billing, and payment for collection expenditures; and works closely with the Library's selected integrated library system (ILS) vendor on cataloging, acquisitions, and other similar issues. The Technical Services Manager is responsible for the supervision of the Technical Services staff to include providing work schedules, training, conducting performance reviews, hiring, and disciplining. Determining and adhering to established budgets, tracking of detailed information, and participation in procedure/policy setting are required. Duties require supervisory skills, independent judgment, and independent action. The Technical Services Manager 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:

- Plan and organize acquisition, ordering, cataloging, and processing of materials.
- Train, evaluate, schedule, and hire (with approval of Library Director) personnel for the department.
- Collaborate with other managers on the allocation of the Library's collection budget for materials acquisition and ensure adherence to the expenditure of budgeted funds throughout the ordering year.
- Serve as a liaison to the Library's chosen integrated library system (ILS) vendor on upgrades, troubleshooting, and operational issues.
- Revise cataloging and provide original cataloging, upload additions/deletions to the OCLC database on a monthly basis.
- Maintain the Library's authority records in the catalog and revise according to a regular schedule.
- Participate as a member of the Management Team in planning and policy/procedure making.
- Ensure the department's integration with other areas of the Library's operation and supportive of the full mission of the Library.
- Maintain an appropriate manual of department operations.
- Compile statistical and monthly narrative reports for the Library Director.
- Organize and plan work assignments for volunteer support staff.

- Lead and serve on committees as assigned by the Library Director.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Master's degree in library science from an ALA accredited library school.
- Three years of library experience including cataloging, technical services, and supervisory 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.
- Extensive computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Experience with Structured Query Language (SQL) reporting strongly preferred; a foundational knowledge of XML preferred.
- 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 Campbell 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.

ACCEPTED BY:

Employee: _____ Date: _____

Supervisor: _____ Date: _____