

Library Center of the Ozarks

Technical Services Supervisor

Job Description

Primary Duties: The Technical Services Supervisor is responsible for providing the library materials to the public in a timely manner through acquisitions, cataloging and processing. This position is also responsible for the maintenance of the cataloging records in the libraries' automation system.

Essential Functions:

- Manage Technical Services Department's day-to-day operations.
- Responsible for building a relevant, high-interest collection across formats.
- Maintain and develop the Library's collection by evaluating, selecting, ordering, purchasing, and weeding material.
- Performs cataloging, both copy and original cataloging of print and non-print material.
- Monitors the database and verifies the accuracy and accessibility of catalog records.
- Physical processing of all print and non-print material.
- Conduct local database management, including development and maintenance of local authority files and holdings deletions in the library catalog.
- Maintain ILS database bibliographic and item records.
- Responsible for the coordination and implementation of database maintenance projects, including annual inventory.
- Stay informed about issues, trends and news affecting cataloging and technical services.
- Order processing supplies as appropriate.
- Compile, evaluate and analyze statistical data in order to determine collection improvement strategies.
- Monitors department expenditures and budget.
- Maintains effective relationships with vendors, donors, and other external agencies/individuals.
- Supervise staff and provide professional development opportunities for them.
- Assumes responsibility for the Library in the Director's absence.

Knowledge:

- Knowledge of cataloging principles and procedures.
- Knowledge of original and copy cataloging of material and maintaining authority files and database maintenance.
- Knowledge of establishing local cataloging practices and standards.

- Knowledge of various computer programs, bibliographic support systems and the Internet.
- Knowledge of Dewey Decimal Classification System, LC subject headings, MARC formats and AACR2R, RDA, and cataloging tools.
- In-depth knowledge of library materials, services, and operations.

Skills:

- Must have organizational, communication, goal setting and project management skills.
- Ability to learn and operate library automated system with high degree of efficiency.
- Ability to organize work, set priorities, use time effectively, and meet deadlines.
- Ability to multi-task and work with frequent interruptions
- Ability to exercise initiative, and independent judgment.
- Ability to pay close attention to details and concentrate on work.
- Ability to analyze and to creatively solve problems related to the position.
- Accuracy in clerical skills, including typing and filing, is required.
- Flexible, adaptable, and able to flourish in a changing environment.
- Cross-training in order to perform other duties and responsibilities is required.

Education and Experience

- Bachelor's Degree is required.
- Minimum of three years' experience as a library professional is required.
- Public Library experience preferred.
- Supervisory experience preferred.

Reporting Structure

- Reports to the Library Director