



Job Title: Head of Technical Services

Mission Statement:

Otis Library is a trusted informational and cultural hub that provides free resources for personal growth and lifelong learning. We inspire lasting connections and foster community in a safe, welcoming environment.

Purpose: The Head of Technical Services will support the mission of Otis Library through leading the department in acquiring, cataloging and processing materials for the Library and working in a collegial manner.

Primary Responsibilities:

- Reports to Executive Director
- Supervises all activities related to the Technical Services Department
- Trains staff in responsibilities of the department, including but not limited to, receiving deliveries, processing new and donated materials, mending materials, and withdrawing materials in consultation with appropriate selectors.
- Manages and supervises interlibrary loan services.
- Responsible for original and copy cataloging of purchased and donated library acquisitions in accordance with library policies and guidelines set forth by the LION Consortium
- Responsible for the acquisition, cataloging, and processing of serials; monitors circulation
- Assists with items being accessioned and cataloged for the Local History and Genealogy collection
- Develops and manages materials budget in coordination with Executive Director
- Keeps purchasers updated on budget figures
- Reviews and selects donated items for inclusion in the collection in conjunction with selectors.
- Collaborates with programming team to determine what materials should be acquired for specific programs or events; acquires those materials in coordination with appropriate collection selector
- Coordinates orders with selectors and ensures that materials are ordered and processed in a timely fashion and delivered to the proper location
- In circumstances where special acknowledgments or bookplates are required, coordinates efforts with Administration Office and other assigned staff to ensure procedures are followed and process is complete
- Provides collection reports to staff, i.e., missing, billed, claims returned, lost, and in transit materials
- May be responsible for the development of a specific collection; evaluates and maintains that collection for quality, balance, and comprehensiveness by regular examination and periodic weeding; trains staff to assist in the process

- Attends meetings and participates in relevant library, consortium, and/or library-field committees and listservs.
- Compiles statistical reports as assigned
- Actively participates in continuing professional training, attends meetings and workshops to remain current in field
- Works in service areas as assigned

Required Knowledge, Skills, and Abilities:

- Keen attention to detail
- Thorough knowledge of public library services, programs, and resources
- Strong oral and written communications skills
- Ability to interact respectfully and effectively with the public and with other staff
- Ability to understand and interpret library policies, procedures, and rules
- Ability to keep records accurately
- Ability to organize work for efficient use of time
- Ability to create documents with reasonable speed and accuracy
- Ability to represent the library at professional and community meetings
- Ability to work independently

Physical Requirements:

- Ability to move and/or lift materials up to 25 pounds
- Ability to push a loaded book truck
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed above. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

This job description is not intended to be all inclusive. Employee may perform additional duties to meet the ongoing needs of the Library.

Qualifications:

The skills and knowledge required for this position generally would be acquired with a master's degree in library and information science (MLIS) or library science (MLS) from an ALA-accredited program and three to five years' supervisory experience. A combination of other education and applicable experience may be considered. Knowledge of various cataloging standards, i.e. MARC, Dewey, and RDA is essential. Experience with the Sierra ILS is strongly preferred; familiarity with Microsoft Excel and Google Sheets is desirable. Fluency in English is required; additional language skills are desirable.