

Technical Services Librarian

General Statement of Duties

The Technical Services Librarian is responsible for overseeing all aspects of materials acquisitions, cataloging, and processing. This position also assists with circulation, reference, programming, and other patron-related duties.

Responsibilities include helping to improve service availability and quality, consistent with library policies. Other responsibilities include keeping current with new technologies, planning development opportunities for less senior staff, and engaging in regular professional development.

Regularly scheduled evening and weekend work is expected. This position is non-exempt from Fair Labor laws.

Supervision Received

The Technical Services Librarian is supervised by the Library Director.

Supervision Exercised

The Technical Services Librarian is responsible for supervising part-time staff, interns, and volunteers assigned to him/her. The Technical Services Librarian manages the library in the absence of the Director.

Experience and Training

This position requires an ALA-Accredited MLS (or to be completed within one semester of hire) or an equivalent combination of experience where one year of full-time relevant experience in a library equals one year of schooling. Demonstrated supervisory skills are also required.

The experience and education requirements may be waived at the discretion of the library director.

Approved January 16, 2018