Position Title: Assistant Librarian for Technical Services

Department: John Hope and Aurelia E. Franklin Library

Reports To: Dean of the Library

FLSA Designation: Exempt

Bargaining Unit Position: N/A

Date Written/Revised: June 2014

POSITION SUMMARY

Provides leadership, management, direction, oversight for all aspects of technical services including, cataloging, serials and collection development, binding and book repair. Supervises technical services staff, student workers, and volunteers. Selects materials and manage the library collection to provide students with access to library resources needed to attain their educational objectives. Integrates emerging technologies in technical services, especially cataloging tools. In the absence of an Access Services Librarian, supervises Access Services. Manages the library in absence of the Dean.

ESSENTIAL FUNCTIONS

- Supervises all aspects of technical services, including staff training
- Establishes overall workflows, policies, and procedures and coordinates acquisitions, cataloging, processing, binding & serial resources
- Identifies and selects materials to be added to the library collection according to the library's established collection development policies
- Subscribes to periodical holdings of the library and oversees serial check in
- Catalogs all types of library materials
• Oversees updates of software versions, system backups, and other information technology issues
• Performs ongoing analysis of community needs and modifies services, collections, and programs accordingly
• Assist in other library projects and reports.
• Participates in library projects, including collection assessment, material weeding, Web page maintenance and information literacy
• Maintains library materials budget records and appropriate statistics.
• Handles receipt, disposal and acknowledgement of gift materials for the library collection

SECONDARY FUNCTIONS

• Serves on library and institutional committees
• Performs other duties as required

ORGANIZATIONAL RESPONSIBILITY

No direct reports.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

• Excellent communication, organizational, and interpersonal skills
• Reads and interprets bibliographic records
• Understands and applies principles of descriptive and subject cataloging rules
• Utilizes cataloging tools and the standards that govern each
• Applies relevant national and international bibliographic control standards (AACR2, MARC, Metadata, Dublin Core, etc.)
• Plans and implements new technologies in areas of resource management
• Maintains knowledge of current library trends and innovations, especially those relating to bibliographic control and resource management
• Applies library materials selection theory and tools
• Possesses good knowledge of African American resources
• Firm knowledge of Innovative Interfaces or similar system
• Maintains strong commitment to patron services
• Possesses ability to work independently and with teams

QUALIFICATIONS

Education: Master's degree from ALA-accredited school of library and information studies
Experience: Minimum of 3 years experience in technical services in college or university; some experience working with African American collections desired
Licenses or Certificates: None required

Additional Requirements: A background check will be required of the successful applicant. An official transcript (if applicable) and the names, addresses and phone numbers of three (3) references will be required of the successful applicant.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.