

**Joseph T. Simpson Public Library**  
**Technical Services Manager Job Description**  
**Adopted May 8, 2018**  
**Reviewed June 11, 2019**

**Summary of Responsibilities**

Part Time. Non-Exempt. Includes daytime, evening, Saturday and Sunday hours. Schedule subject to change. Directs the cataloging operations of the Technical Services department. Reviews and edits copy cataloging records, selects and orders materials, and oversees weeding of collection. Oversees operation of integrated library system and troubleshoots problems. Assists at circulation desk when needed and as scheduled.

**Education**

Master's in Library Science (MLS or MLIS) degree preferred or relevant experience. Cataloging experience preferred.

**Immediate Supervisor**

Executive Director

**Required Knowledge, Skills, and Abilities**

1. Ability to deal with the public and staff in a courteous, friendly, and informative manner both in person and on the telephone.
2. Ability to organize materials, time and establish priorities.
3. Ability to provide effective and quality library service in accordance with the library's customer service philosophy. Ability to understand and adhere to library policies and procedures.
4. Ability to supervise staff and volunteers.
5. Extensive knowledge of cataloging classification systems. (AACR2, MARC, DDC)
6. Good written and oral communication skills.
7. Knowledge of cataloging support systems, automated systems, and acquisition procedures.
8. Knowledge of record management procedures and techniques.
9. Knowledge of word processing software as well as office equipment operations.

**Essential Duties and Functions**

1. Plans, coordinates, and supervises cataloging operation, maintains procedures manual for Technical Services department. Organizes work assignments and schedules the work of department staff and volunteers.
2. Reviews and edits copy cataloging records, selects and orders materials, and oversees weeding of collection.
3. Serves as liaison to CCLS Technical Services Advisory Team and Local System Administrators Team. Resolves problems with computer hardware and integrated library system software.

4. Actively participates in CCLS meetings and activities. Attends continuing education programs and monthly staff meetings.
5. Ability to type and use computer equipment (i.e. keyboards, light pens, printers, etc.) and photocopiers.
6. Interprets and enforces library policies.
7. The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

### **Working Conditions and Physical Demands**

1. Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, lift and carry. Must be able to stand for at least 4 hours at a time.
2. Must be physically capable of handling books, magazines, and other materials; placing materials on carts; pushing carts; shelving and retrieving materials on both high and low shelves; emptying book drop.
3. Use hand and finger motion with enough manual dexterity to use computers and handle library items.
4. Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.
5. Visual acuity to use research tools in print and in computerized formats.

### **Employment Clearances**

Must have FBI criminal history, Pennsylvania Child Abuse and Pennsylvania State Police Criminal History clearances that qualify the individual for employments as outlined in the library system's Employee Clearances policy.