

## Spokane County Library District

**CLASSIFICATION: E16**

**POSITION TITLE:** Technical Services Coordinator

**GENERAL PURPOSE:**

Responsible for technical services operations. Plans, directs, and manages acquisition, cataloging, classification, and processing of library materials; assures optimal operation of the bibliographic and authority databases.

**POSITION SUMMARY:**

Under the direction of the Collection Services Manager, responsible for planning, directing, and managing technical services operations, including the acquisition, cataloging, classification and processing of library materials; assures optimal operation of the bibliographic and authority databases; maintains effective working relationship with vendors; recommends new or revised procedures to enhance acquisitions, cataloging, classification, materials processing, or database management; selects and evaluates staff, identifies training needs, recommends, and/or provides staff training to meet identified needs; assists in budget preparation related to acquisitions, cataloging, classification, materials processing, and database functions. Catalogs and classifies library materials. Maintains serials records on local system.

**ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Collection Services Manager, plans, directs, and manages the acquisition, cataloging, classification, and processing of library materials.

Monitors, maintains, and assures optimal operation of the bibliographic and authority databases; maintains cataloging authority files to assure correct catalog records; evaluates, tests, and configures the local system indexing parameters.

Fosters and maintains effective working relationship with vendors; recommends new or revised procedures to enhance acquisitions, cataloging, classification, materials processing, or database management; develops, implements, and documents approved changes.

Generates acquisitions, collection, and materials budget reports, and other reports as required.

Selects, supervises, and evaluates staff, identifies training needs, recommends, and/or provides staff training to meet identified needs and improve performance. Assists in budget preparation related to acquisitions, cataloging, classification, materials processing, and database functions.

Maintains knowledge of current trends and developments in technical services, interprets and communicates issues to the Collection Services Manager, and makes recommendations for District practice.

Catalogs and classifies library materials. Maintains serials records on local system.

Visits branches to review impact of technical services processes on delivery of information services.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with District staff and the public.

**OTHER JOB FUNCTIONS:** Performs other tasks as assigned.

**SELECTION FACTORS:**

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

**Knowledge of:**

- Principles and practices of public library technical service functions, including bibliographic utilities, authority control, and acquisitions management;
- AACR2, MARC format; descriptive cataloging practices; authority control, Dewey classification, Library of Congress Subject Headings, and Marc authorities;

- Principles and practices of effective supervision.

**Ability to:**

- Work effectively with co-workers and other District staff members;
- Manage detail, recognize and set priorities;
- Use initiative, problem solving skills, and judgment;
- Communicate effectively both orally and in writing;
- Use computer systems and associated software programs, integrated library systems, and the Internet;
- Meet deadlines, work accurately, and maintain confidentiality

**MINIMUM QUALIFICATIONS:**

Persons applying for a position of this class should have:

M.L.S. or equivalent and the Professional Librarian's Certificate issued by the Washington State Library (or its predecessor) as required by RCW 27.04.055.

Three years recent professional level experience in technical services with at least two years supervisory experience; **or** any equivalent combination of education, training, or experience that assures satisfactory performance of essential job functions. Must be familiar with AACR2, MARC format; descriptive cataloging practices; authority control, Dewey classification, Library of Congress Subject Headings, and Marc authorities.

Valid driver's license and normal risk insurability.

**TOOLS AND EQUIPMENT USED:**

General office equipment including personal computer with associated software; multi-line telephone, fax, or copy machine and calculator.

**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.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. Some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion is required to lift materials.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Classification: Exempt

Salary Range: E16

Revised: 11/20/06; 02/11/10