Spokane County Library District

CLASSIFICATION: E16

**POSITION TITLE:**
Technical Services Manager

**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.

**ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**
Under the direction of the Deputy Director, Collection Services, plans, directs and manages the acquisition, cataloging, classification and processing of library materials. Performs professional librarian duties including original and copy cataloging, database maintenance and authority control, and data extraction and data analysis.

Monitors, maintains and ensures optimal operation of the bibliographic and authority databases; maintains cataloging authority files to ensure correct catalog records; coordinates with the ILS Administrator to evaluate, test and configure local indexing parameters.

Recommends new or revised procedures to enhance acquisitions, cataloging, classification, materials processing and bibliographic and authority 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 planning and preparation related to acquisitions, cataloging, and materials processing and monitors expenditures.

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

Catalogs and classifies library materials. Oversees and performs original and copy cataloging. Maintains label program.

Monitors and maintains acquisition system including library materials funds and EDI; coordinates with the ILS Administrator to assure proper function of the EDI system.

Works with authority control vendor in maintaining authority records.

Creates and maintains serial control records on local system. Works with public services staff in resolving serial control issues.

Fosters and maintains effective working relationships with vendors.

May serve on District-wide committees.

Attends work on a regular and dependable basis.

Performs other duties as assigned.
**SUPERVISION:**
Reports to the Deputy Director, Collection Services. Supervises Cataloging Technicians and Technical Services Assistants.

**NECESSARY KNOWLEDGE, SKILLS and ABILITIES:**
Candidates selected for employment must satisfactorily demonstrate the following knowledge, skills, and abilities during a prescribed trial 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, RDA, MARC formats; descriptive cataloging practices; authority control, Dewey classification, Library of Congress Subject Headings, and serial control.
- Principles and practices of supervision, organizational development, and leadership management.
- Principles of intellectual freedom and open access.

**Skill in:**
- Use computer systems and associated software programs, Integrated Library Systems, and the Internet.

**Ability to:**
- Work effectively with co-workers and other District staff members.
- Manage detail, set priorities, meet deadlines, and maintain confidentiality.
- Use initiative, problem solving skills, and judgment.
- Communicate effectively both orally and in writing.

**PHYSICAL DEMANDS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An individual performing the duties in this position is required to sit or stand for long periods of time, as well as hear, see, speak and listen to individuals in a respectful and professional manner in order to successfully interact with District staff, vendors, and the public.

Must be able to use hands and fingers to handle, feel, or operate objects, tools, or controls such as a computer keyboard, mouse, or other device; perform repetitive motion using hands, wrists and arms. Physical exertion may be required to lift or move up to 40 pounds of office supplies or materials.

Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and ability to read materials in print or electronic format.

Must be able to transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences.
MINIMUM QUALIFICATIONS:

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, which must be presented by date of appointment.

Five years recent professional level experience in technical services with at least two years supervisory experience. Public library experience preferred. Must have working knowledge of AACR2, RDA, MARC formats; descriptive cataloging practices; authority control, Dewey classification, Library of Congress Subject Headings, and serial control. Proficient in use of personal computers and business software, ILS, and Internet. Microsoft Office preferred; SirsiDynix Symphony experience preferred; or any equivalent combination of education, training or experience that ensures satisfactory performance of essential job functions.

Valid driver’s license and normal risk insurability preferred.

ILLUSTRATIVE EXAMPLES OF THE TYPES OF TOOLS/EQUIPMENT THAT MAY BE USED BY A PERSON IN THIS POSITION.

Personal computer, including monitor, keyboard and mouse; specialized software; Integrated Library System and Internet; other standard office equipment.

May use common off-the-shelf products to clean or sanitize library materials or surfaces.

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 in an office/library environment while sitting at a desk or computer terminal for extended periods of time. The noise level is usually moderate. May be exposed to dust, fumes, and/or odors on an occasional basis. Meeting deadlines, frequent interruptions, and working under moderate levels of stress are illustrative of the environmental requirements of the position.

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; 05/25/12; Title change/Revisions 09/16/2013

I agree I have been given a copy of my current job description. I am aware it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with my supervisor.

Signature ___________________________ Print Name ___________________________ Date ________________