

TITLE	TECHNICAL SERVICES LIBRARIAN
CLASSIFICATION	Grade 320, Exempt
HOURS	Full Time (40 Hours/Week). Evening and weekend hours required on a rotation basis and as needed. Required to adapt to future schedule changes, given departmental and library-wide needs.

REQUIREMENTS

Education/Experience

MLS from an ALA-accredited program required. Public library or other relevant experience preferred.

Knowledge/Skills

1. Knowledge of library cataloging principles, methods, and techniques, including working ability with machine readable format, classification, LC subject headings, RDA, bibliographic and authority control.
2. Good "generalist" background and knowledge, including humanities, social and natural sciences, history, and current events. Cultural literacy, i.e., a broad knowledge base, is essential.
3. Familiarity with computers, considerable computer-comfort, experience with Internet and database searching highly desirable.
4. Proficient verbal, writing, and interpersonal skills are required. Ability to communicate effectively and to function effectively in a team-oriented environment is critical. Good public service skills are a must.

Working Conditions

Work is performed in the library. Travel to occasional meetings outside the library. Lifting, moving, shelving of books, other light library materials and equipment is expected.

REPORTS TO **Technical Services Manager**

POSITION(S) SUPERVISED None, normally. However, the individual serves as the Librarian-In-Charge on certain shifts. Also directs department workflow priorities.

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons.” This position assists in accomplishing the mission by: making library information and holdings in all formats easily accessible to patrons and staff through accurate, logical, and thorough classification and subject headings.

ESSENTIAL POSITION DUTIES	% Time
1. Catalogs and classifies materials using AACR2, MARC, Dewey numbers and LC subject headings. Stays apprised of developments with RDA and assist with implementation as necessary.	45%
2. Provides auxiliary cataloging.	20%
A. Assists with data base maintenance, including: <ul style="list-style-type: none"> • Editing and uploading bibliographic records. • Deleting items and bibliographic records from data base. 	
B. Assists with authority control to maintain an accurate, user-friendly database.	
3. Acquisitions and Serials	10%
A. Places orders within the Sirsi acquisitions module	
B. Communicates with vendors	
4. Collection Development	10%
Oversees Science Fiction collection development. Maintains a quality collection through appropriate selection of new materials from a variety of resources and thorough weeding. This entails an ongoing assessment and analysis of reading and information needs; analysis of detailed collection turnover rates and hold ratios; vigilant scanning of review journals and familiarity with popular authors and subject areas.	
5. Assists with technical support system responsibilities, including	5%
A. Phone system support	
B. Keeping up with changes to Sirsi software and procedures.	
C. Responsibility for troubleshooting Sirsi software and system equipment.	
D. Other tech support including printers, self-checks, barcode scanners, etc.	
6. Trains copy catalogers and verifies their work.	5%
7. LIC	5%
Serves as a Librarian-in-Charge in the absence of the Director, Assistant Director or other senior librarians. Duties include responsibility for opening and/or closing of the library building, handling patron complaints, handling and reporting unusual incidents, dealing quickly and effectively with security and safety issues and emergencies, and handling crisis situations and media encounters.	

Communication and Teamwork**Ongoing**

- Serves as a positive member of the technical services department by communicating effectively with coworkers and managers, by providing excellent customer service to the public and other departments, and by understanding and conveying the library's mission and values.
- Keeps informed of library activities and policies by attending general staff meetings, participating in regular department meetings, and by participating in training and development opportunities when appropriate and as requested or required. Keeps informed of current trends and issues in Technical Services through memberships, trade materials, associations, etc.
- Performs miscellaneous related duties as needed by the library and assigned by the Technical Services Manager, Assistant Director or Director.

PHYSICAL DEMANDS CHECKLIST

PHYSICAL STRENGTH FACTORS:

- Lifting Yes No
- Pushing Yes No
- Pulling Yes No
- Carrying Yes No
- Reaching Yes No
- Gripping Yes No
- Does job require reaching above shoulders?
 Yes No
- Does job require reaching to floor level?
 Yes No

If yes, list maximum weight: _____

PHYSICAL MOBILITY FACTORS:

- Throwing Yes No
- Sitting Yes No
- Standing Yes No
- Walking Yes No
- Climbing Yes No
- Stooping/Bending Yes No
- Crouching Yes No
- Kneeling Yes No
- Crawling Yes No
- Twisting Yes No
- Balancing Yes No

SENSORY/PERCEPTUAL FACTORS:

- HEARING:**
- Conversation Yes No
 - Sounds Yes No
- VISION:**
- Far Yes No
 - Near Yes No
 - Color Yes No
 - Depth Yes No
- PERCEPTION:**
- Spatial Yes No
 - Form Yes No
 - Feeling Yes No

WORK ENVIRONMENT:

- Inside Work Yes No
- Outside Work Yes No
- Hot/Cold Yes No
- Fumes Yes No
- Traveling Yes No
- Working Alone Yes No
- Working in a Group Yes No
- Interacting with the Public Yes No

HAZARDS:

- Machines Yes No
- Electrical Yes No
- Sharp Tools Yes No
- Slippery floors Yes No
- Congestion Yes No
- Heat/Cold Yes No
- Dust/Vapor Yes No

OPERATE:

- Equipment Yes No
- Telephone Yes No
- Computer Yes No

ACCESSIBILITY FACTORS:

- Doors Yes No
- Aisles Yes No
- Tables Yes No
- Telephones Yes No
- Staff Room Yes No
- Bathrooms Public Yes No
- Drinking Fountain Yes No
- Parking Yes No