



JOB OPPORTUNITY

Technical Services Manager- Library Manager

Location: Garrettsville	Hours: Full-Time (40)	Minimum Experience: Mid-level	Wage rate: \$57,744 Annually
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HOURS: Average of 40 hours/week, includes some evenings and weekends. Exempt.

JOB PURPOSE:

To serve patron by processing library materials.

QUALIFICATIONS:

Masters of Library Science Degree or within six months of obtaining the degree and applicable experience.

SPECIAL QUALIFICATIONS: Must be familiar with MARC records, bibliographic utilities, Dewey Decimal Classification System, and Library of Congress subject headings. Must be able to keep current with changes to National Cataloging standards and practices.

Physical Agility: Requires the ability to bend, stoop, reach, climb, and stand. Requires the ability to lift boxes and crates weighing 40 pounds and the ability to push or pull book trucks weighing 70 pounds. Must be able to lift and shelve materials and move materials from one location to another.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Library goals and objectives; library science and Technical Services; public relations; management and supervision techniques; employee training and development; operation of automated library equipment; computer operations and functions including data processing techniques; basic statistics. Ability to define problems, collect data, establish facts and draw valid conclusions (e.g. research procedure, department policy development and interpretation); plan, schedule and organize work; prepare meaningful, concise and accurate reports; communicate effectively in written and oral form; establish cooperative work environment at both branch and interdepartmental levels; develop good rapport with library patrons as well as vendors and other outside contacts.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification).



TECHNICAL SERVICES DUTIES

- *Performs both original and copy cataloging;
 - *Prepares and creates MARC records.
 - *Edits and/or corrects MARC records using appropriate passwords;
 - *Adds library materials to database.
 - *Identifies record errors.
 - *Oversees the Integrated Library System.
 - *Monitors quality and packaging of library materials.
- Order periodicals.
Processes periodicals.
Develops procedures to improve the processing and distribution of library materials.
Mends and performs simple repairs on library materials.

ADMINISTRATIVE DUTIES

- *Implements library policies and procedures.
- *Collects and maintains library statistics.
- *Prepares reports as requested.

SUPERVISORY DUTIES

- *Schedules and assigns work to employees.
- *Interviews pre-screened candidates for positions; recommends hiring.
- *Evaluates and disciplines employees.
- *Responds to employee complaints.
- *Monitors the work of employees and ensures compliance with policies and procedures.
- *Approves paid leaves
- *Monitors employee attendance and work records.

MISCELLANEOUS AND SPECIAL ASSIGNMENTS

Maintains records.
Attends staff meetings, workshops, in-service training, and serves on committees, as requested.
Performs additional duties as assigned.

*Denotes essential function of the job.

DEADLINE TO APPLY: Applications received before Saturday; August 24, 2024 will receive first consideration. Position is open until filled.

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