



Job Title	Library Technical Services Supervisor
Department	Free Public Library
Employment Status	Full-time
FLSA Status	Exempt
Classification	Grade 10

Scope of Work

Under the direction of the Director of the Public Library, coordinates the work of the Technical Services Department, including the acquisition, cataloging, classifying, data entry, and processing of all library materials (books, audiovisual materials, library of things materials, serials, etc.).

Supervision

Received	Director of Public Library
Exercised	Technical Services Department Staff

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Participate on library's leadership team and work to maintain good working relationships with each department in the library.
- Maintain the Needham Library's materials collection in the Minuteman Library Network's catalog, adding and withdrawing items and resolving bibliographic problems as required
- Interview, select, train, supervise, and evaluate employees in the Technical Services Department
- Supervise the Assistant Cataloger and two (2) part-time Library Assistants, plus other staff members whose work interfaces with that of the Technical Services Department
- Provide supervision for up to three employees and several volunteers
- Supervises the maintenance of acquisitions and collection maintenance
- Review and revise cataloging done by the department
- Coordinates policies, procedures and scheduling related to the technical service functions of the Library
- Develop and implement procedures for acquisition and processing of books, audio-visual materials, and library of things materials to maintain the efficiency of the department, taking advantage of new technologies
- Manage all bibliographic aspects of participation in the Minuteman Library Network
- Diagnose and resolve computer problems and cataloging issues

- Implement new procedures as Minuteman practices and policies changes
- Represent the library on appropriate Minuteman committees and task forces
- Act as liaison with Minuteman's Database Manager and Bibliographic Services team regarding database issues
- Communicate relevant cataloging issues to appropriate staff
- Respond to catalog questions and problems from all library departments
- May be responsible for helping to maintain Library of Things materials (setting up accounts, ordering replacements, etc).
- May participate in providing oversight of collection development in conjunction with the Reference Supervisor.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

To be considered for the position, applicants must have at least:

- Completion of graduate course work equal to a Master's Degree, or higher.
- Four (4) to six (6) years of professional library experience, with increasing cataloging, technical services, and supervisory responsibilities.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer