

Technical Services Librarian

FLSA Classification: Non-Exempt

Library Classification: Full-Time

Reports To: Library Director

Supervises: Technical Services Staff and Volunteers

Regularly scheduled evening, weekend, and holiday work is expected.

General Statement of Duties

The Technical Services Librarian is responsible for overseeing all aspects of technical services, including acquisitions and cataloging.

The following are indicative of the primary areas of responsibility, but do not include all possible categories of duties.

- Catalog books and other library items, including original cataloging
- Manage a collection development budget
- Manage all aspects of technical services
- Participate in regular professional development
- Plan professional development opportunities for technical services staff and volunteers
- Provide technology help-desk support to patrons
- Record collection development and use statistics
- Select and order books and other library items
- Train and supervise technical services staff and volunteers

The Technical Services Librarian manages the library in the absence of the Library Director.

This position assists with circulation, programming, and other departments, as needed.

Experience and Training

Required:

- MLIS/MLS
- Virginia Librarian's Professional Certification
- One year full-time-equivalent cataloging experience in a library

Preferred

- One year full-time-equivalent acquisitions experience in a library
- One year full-time-equivalent experience managing a budget
- One year full-time-equivalent personnel supervision experience

The education requirement may be met by an experience equivalency where one month of full-time relevant work experience in a library equals one month of education.

The experience and education requirements may be waived at the discretion of the library director.

Physical Requirements

The following physical requirements are representative of those that should be met to perform this job. Reasonable accommodation will be made for disabilities.

- Ability to communicate effectively
- Ability to cope with the mental and physical stress of the position
- Ability to lift forty pounds and carry it across the library
- Ability to reach items on the top and bottom shelves