

HEAD OF TECHNICAL SERVICES and EMERGING TECHNOLOGIES

GENERAL STATEMENT OF DUTIES:

Responsible for the planning, management and supervision of all technical services activities, including processing of materials and maintenance of the library catalog. Also responsible for technology development and instruction. Works under the direction of the Library Director.

DISTINGUISHING CHARACTERISTICS AND EXAMPLES OF WORK:

Cooperation as a team member in performing duties is essential.

Establishes workflow for acquisition, processing and data entry of all library items.

Responsible for classifying and cataloging of print and non-print library materials.

Oversees the discarding process of materials.

Responsible for the maintenance of patron and material files on the circulation system.

Runs monthly circulation reports and other statistical reports upon request.

Purchases material for adult library collection.

Ensures library material orders are placed on a timely basis for each department.

Researches and makes recommendations on new and emerging technologies for library services.

Assess staff training needs and provide instruction on library technology.

Presents workshops for patrons on various topics relating to mobile devices, electronic resources and digital services.

Maintains current knowledge of field through attendance at conferences, seminars, etc., and through literature review.

Works reference desk as scheduled including one Sunday per month.

Performs other duties as required.

QUALIFICATIONS

Master's Degree in Library and Information Science from an ALA accredited program.

Experience working with Microsoft Office (Word, Excel).

Strong commitment to enhancing service through teamwork.

Ability to balance priorities and meet deadlines.

Three years of progressively responsible library administration experience including one year of technical services work.

Familiarity with current technologies used in public libraries and the ability to research trends beneficial to library patrons.

Interest in content creation, information sharing and collaborative tools.

Ability to provide instructions to patrons and staff with varying degrees of experience.

SUPERVISORY RESPONSIBILITY

Provides supervision for one Technical Services Assistant I, one Cataloging/ILL Technical Services Assistant II.

INDEPENDENT ACTION

Ability to initiate activities independently and to work with a minimum of supervision.

ADDITIONAL REQUIREMENTS

Pennsylvania criminal, child abuse and FBI background checks required.

COMPENSATION

\$48,000-\$51,000 depending on experience. Benefits include vacation and sick leave, health and dental insurance, pension plan and optional TIAA-CREF participation.

TO APPLY

Please provide a letter of interest, resume and three references by August 17, 2023 to:
LaTanya Burno madirector@delcolibraries.org