SUMMARY
Under general supervision, this position is responsible for Technical Services division operations, including the supervision of daily flow of materials through the division. Plans, directs, and manages acquisition, cataloging, classification, and processing of library materials; strategizes and collaborates with Technical Services (TS) staff for optimum workflow; manages the operation of Sierra Client of Innovative Interfaces; annually sets and reviews goals for division. Performs copy cataloging and derived original cataloging on local and unique titles.

EDUCATION/EXPERIENCE/TESTING REQUIREMENTS
- Master’s degree in Library Science from an ALA-accredited institution is preferred.
- Basic experience with Microsoft Office software including Access, Excel, Outlook and Word is required; intermediate to advanced skills preferred.
- Previous experience with an integrated library system (III Sierra preferred), including knowledge of its modules and features, is required.
- Five years of progressively responsible cataloging experience in a variety of formats using current cataloging tools is required.
- Three years of supervisory experience is required.

QUALIFICATIONS
The requirements listed below are representative of the qualities, knowledge, skill and/or ability required to perform the essential functions of the job.
- Leadership, organizational and supervisory skills; ability to effectively work as a leader and as part of a collaborative team.
- Knowledge of principles and practices of public library technical services, including experience using bibliographic utilities, understanding of authority control and familiarity with materials acquisitions.
- Understanding of DDC, AACR2, RDA, MARC, ISBD, Library of Congress Subject Headings, and BIBFRAME.
- Strong interpersonal and communication skills, oral and written.
- Planning, organizational, project management, budgeting and training skills.
- Ability to meet deadlines, set priorities, collaborate, yet work independently.
- Ability to use and interpret computer programs and to analyze and interpret statistical data.
- Ability to maintain customer confidentiality.
- Enthusiasm to explore new technologies and constructive change.

ESSENTIAL FUNCTIONS
The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
- Plans, directs and manages acquisition process, cataloging and processing of all library collection materials; directs monitoring and purchase of TS supplies.
- Manages and monitors materials flow through division for efficient, steady movement of materials to customers.
• Performs copy and original cataloging, database maintenance and authority control.
• Hires, supervises, trains and evaluates the Technical Services staff; seeks training and educational opportunities for staff development and optimal use of staff skills
• Attends training as required and directed.
• Develops work output standards according to general standards of other similar public libraries.
• Annually, collaborates with TS staff for goal setting, review of past goals and projects. Regularly assesses recommendations for changes in procedure to enhance efficiency.
• Monitors flexible schedules, requests extra hours as needed during vacations and extended sick leave to keep consistent flow of materials to customers. Reviews and approves timesheets of all TS staff.
• Manages, monitors, and documents the major duties of each TS position as well as documenting local TS practices for ensuring consistency and ease of use of the collection by patrons.
• Manages and directs cross-training for each position.
• Prepares and monitors division budget including expenditures on specialized department equipment and the TS supplies budget.