

# Chatham Area Public Library District

## JOB DESCRIPTION

Title: Technical Services Supervisor  
Title of Supervisor: Library Director

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### SCOPE OF POSITION

The Library Technical Services Supervisor manages the activities of the Technical Services Department, including the acquisition, cataloging, classification, processing, and inventory control of library materials, and ensures the integrity of the automated catalog and shared database

### JOB DUTIES AND RESPONSIBILITIES

#### Technical Services Operations

- Supervises all technical services functions, including acquisitions, cataloging, classification, processing, inventory control, and database maintenance, and participates in those activities as needed.
- Maintains the library's holdings in the system database using MARC, RDA, LCSH, and Dewey Decimal Classification in accordance with the current cataloging standards established by our library consortium and OCLC.
- Coordinates with public service staff on collection development and management, weeding, and replacement initiatives.
- Chooses, organizes, and monitors the inventory of supplies and equipment needed for departmental operations, ordering for the department and other departments as needed.
- Acts as the liaison with the SHARE Consortium Bibliographic Services team in matters pertaining to cataloging and access in the shared automation system.

#### Supervision and Leadership

- Oversees the planning, implementation, and coordination of Technical Services department activities, establishing standards and procedures for the processes involved in making library materials accessible to the public.
- Conducts interviews, hires, trains, supervises, and evaluates employees within the Technical Services Department.
- Encourages a collaborative, customer-oriented work environment.
- Leads the departmental staff in staying informed about current guidelines and emerging trends, and supporting continuing education opportunities
- Creates departmental procedures, policies, and workflow documentation.
- Addresses cataloging questions and issues from various library departments and communicates relevant cataloging concerns to the appropriate staff.
- Attends professional meetings, reviews online forums and resources, and participates in continuing education to stay current on library and technical services advancements.

- Participates as a member of the library's leadership team, fostering positive working relationships with all departments.
- Serves as the "Person in Charge" who assumes full responsibility for the operation and security of the library as needed.
- Assists in other departments within the library, as needed.

### **Technology and Systems Support**

- Generates and analyzes reports on statistics and operations.
- Suggests, develops, and implements enhancements for workflows, automation, and resource management.
- Provides immediate assistance to staff or patrons in matters relating to access in the online public-access catalog, the staff-facing ILS, or other systems.
- Investigates new technologies and equipment as needed

### **Administrative Responsibilities**

- Provides input to the Director regarding library plans, services, budgets, and staff utilization.
- Keeps accurate records and prepares reports for administrative and state requirements.
- Participates in library committees, strategic planning, and community or consortium activities.
- Assists in developing and implementing library policies and procedures.

## **POSITION QUALIFICATIONS**

### ***Knowledge, Skills, and Abilities:***

- A Bachelor's degree is required; a Master of Library and Information Science (MLIS/MLS) from an ALA-accredited institution is preferred.
- At least three years of increasingly responsible library technical services experience.
- Working knowledge of original cataloging, cataloging standards, metadata practices, and integrated library systems.
- Authorization to do original cataloging, copy cataloging, and barcoding in the local consortium or willingness to gain and maintain the required system cataloging certification.
- Ability to establish and maintain effective working relationships with coworkers and colleagues and provide courteous service to patrons.
- Skill in creating efficient workflows, problem-solving, and adapting to shifting priorities.
- Dedication to delivering excellent customer service and supporting intellectual freedom.
- Proven leadership qualities that foster teamwork, effective communication, and high morale.
- Advanced organizational and analytical skills and excellent attention to detail.
- Excellent written and verbal communication abilities.
- Ability to prioritize tasks, use initiative, and exercise independent judgment across various situations.
- Proficiency in library management software, Microsoft Office Suite, and database tools.

## **WORK ENVIRONMENT**

Work is usually performed in an office environment. There may be an occasional need to work evenings and weekends.

## **PHYSICAL DEMANDS**

Position requires being up and moving around the Library and, at times, being stationary at the work station. The job requires stooping, bending, squatting, and stretching. Occasional lifting, such as three or four reams of paper, four or five books, or other materials (up to 25 pounds), may be required. Required to use motor coordination with finger dexterity (with keyboard, shelving), eye-hand coordination, data entry, and computer use for accessing information.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.