

EMPLOYEE DUTIES AND RESPONSIBILITIES / POSITION DESCRIPTIONS

TITLE: Technical Services Librarian

IMMEDIATE SUPERVISOR: Director
POSITIONS SUPERVISED: None
POSITION DESCRIPTION: The Technical Services Librarian is responsible for all aspects of processing new materials including: acquisitions, original and copy cataloging in all formats using LCSH, RDA, and Dewey classifications; maintaining the integrity of the bibliographic database; and reference and readers' advisory assistance. The TSL also assists the director with the daily operations of the library, such as running reports, overdue notices, and other daily operation tasks as assigned.

Appointment: Recommendation and employment by Director

Compensation: Salary/ Full Time

Qualifications: ALA/MLS: Prefer ALA approved Master's of Library Science degree from an accredited program, a Librarian Certificate III and two years library experience. However would consider a SLIS student [LC-V] with cataloging experience.
Candidate must have an in-depth knowledge of MARC formats, and experience with online cataloging required; experience in Technical Services a must. Knowledge of Evergreen Indiana Integrated Library System is a plus.

Required Competencies: Able to exercise initiative and good judgment
Able to communicate effectively with staff, patrons, and the community
Able to interpret patron needs and translate them into appropriate library services or information
Thorough knowledge of and demonstrated competence in all aspects of processing new materials including: acquisitions, original and copy cataloging in all formats using LCSH, RDA, and Dewey classifications; maintaining the integrity of the bibliographic database; and reference and readers' advisory assistance.
Thorough knowledge of and demonstrated competence in library automation and computer competency
Knowledge of the Dewey Decimal System
Computer competency; including keyboarding skills
Ability to lift up to 30 pounds
Ability to sit or stand for prolonged periods (1 hour or more)
Maintain confidentiality of library matters, patron, staff, and board
Willingness to submit to a criminal history background check by the Indiana State Police
Work requires organizational, communicative and analytical skills normally acquired through years of experience or completion of a vocational and/ or associates degree.

Equipment and Software:

The employee must be familiar with, or be able to learn, the following equipment and software in order to perform job functions:

Automated Integrated Library System and online catalog	Internet/e-mail
Computer terminal	Calculator
Microfilm reader-printer	Fax machine
Telephone system	Photocopier
Laminator	Label maker
Server	Networking
Online database retrieval	Microsoft Office Suite
Cataloging interface	Evanced Solutions Summer Reading Program
Evanced Solutions Room Reservations	Evanced Solutions Calendar
Video projector	

It is understood that the equipment and software necessary to perform specific tasks will be included in the on- the- job training provided by the library staff or workshops.

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RESPONSIBILITIES—Including but not limited to the following:

Responsibilities to the Board:

- Work closely with the Director to carry out services, procedures or policy changes as requested by the Board
- Maintain confidentiality of Board and Library matters
- Attend library Board meetings as requested to report on daily operations of library
- Provide assigned monthly reports to Director for Board of Trustees meetings in a timely manner
- Works closely with all staff to carry out programming and services as requested by the Library Board
- Maintains confidentiality of Board Members

Administrative Responsibilities: Department Head: The TSL is the direct supervisor of the Adult Services Team, including Indiana Room Librarian, Information team, Technical Services team in regards to these tasks: cataloging, reference, and holding quarterly department team meetings.

- Conduct “opening” and “closing” duties
- Run and submit monthly circulation reports
- Maintain statistics
- Schedule and conduct quarterly Technical/Information services meetings.
- Keep appropriate forms available
- Accept donations and provide tax exempt form
- Assist with additional ‘special projects’ assigned by Director
- Prepare reports as deemed; ex: Typical Library Week, daily door count, etc.
- Organize and set up projects from Director
- Assist the IT Coordinator with reserving Community and Study Rooms and setting room temperature
- Assist the IT Coordinator with setup, approval, applications, and any money needed for Community / Study Room reservations
- Pull and process Holds
- Manage Inter Library Loans and Intra Library Loans

Management Responsibilities:

- Include fellow staff members in fulfilling duties related to project duties
- Assist Director with the state Annual Report
- Complaint resolution and problem-solving, patron services and library staff issues
- Coordinates monthly or as needed cataloging updates to director
- Follow up on patron situations

Facilities Responsibilities:

- Brings to the attention of the Facility Manager or Director the physical condition of the facilities, grounds and equipment when they are not properly maintained, updated, or are unsafe for use
- Ensure that the library atmosphere is pleasant and the facilities and services meet patron needs and are easily accessible
- Inspect library daily, straighten, organize, arrange

Customer / Patron Service:

- Greet and acknowledge patrons
- Answer telephone (in three rings or less)
- Is approachable and assists patron in a pleasant and professional manner
- Resolve complaints/concerns from the public and addresses issues in a timely manner with the Director
- Checkout and renew library items
- Serve as a Notary – fees paid by the library
- Cover breaks as scheduled or when needed as backup

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- Determine if patron is in our library or E.I service area
- Issue new library cards and determine patron's profile (Resident, Reciprocal, Courtesy, etc.)
- Process PLAC cards
- Assist patrons with missing library materials
- Contact patrons with holds as needed
- Notify patrons about lost or damaged library materials
- Assist patrons with Intra Library Loans & forms
- Educate patrons to use the self check
- Assist patrons with Lab PC and printing as needed
- Provide change for patrons for Lab printing
- Assist every person at circulation lanes and on the phone
- Provide refunds for the vending machines
- Provide assistance to patrons who need access to the Indiana Room
- Understand and enforce library policies
- Cooperate with all staff in performing any professional or non-professional duties essential to providing quality customer service and the achievement of library objectives, goals, and mission

Collection Development:

- Participate in an inventory schedule for items in catalog
- Run reports for missing items and remove them from catalog as part of inventory
- Ensures that reference materials selected and services provided meet the needs of the patrons
- Is responsible for the care, custody and control of reference materials
- Ensure that requested materials follow the ILL/request procedures
- Assist the Director of Information with an effective weeding program which ensures that the collection is current
- Monitor the condition of return of library materials and follow assigned procedures to notify patron of damaged items
- Shift books, if needed
- Shelve books, if needed
- Pull new books and reassign/change home location
- Primary cataloger, original and copy cataloger for all item types
- Assist the Director with collection development
- Using purchased Marc records as needed
- Department Head supervising all aspects of acquisition to cataloging of library materials
- Ensure that the materials selected for the adult and Reference collection and the services provided meet the needs of the patrons
- Recommend the selection and purchase of all library materials, equipment, and services specific to the adult collection as well as assigned subject matter
- Supervise the efficient circulation of materials to keep them readily available
- Conduct shelf-reading to update catalog records and manage adult collection
- Assist and supervise cataloging procedures

Reference:

- Assist patrons with reserving and checking out community room and study rooms
- Be familiar with library databases and resources
- Answer reference and/or directional questions
- Help patrons research, provide and point to resources
- Serve as a proctor
- Keep reference desk/area organized and clutter free
- Answer patron's reference, direction, and reader's advisory questions
- Participate in meaningful reference interviews
- Help patrons locate and use library materials

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Programming Responsibilities:

- Assist patrons with registration or cancellation of programs

Marketing / Community Relations:

- Assist patrons with directional questions for community
- Possess a general knowledge of the community and interprets and assesses community needs, developing new patron registration and services for all segments of the community

Information Technology Responsibilities:

- Troubleshoot any and all devices available in the library or presented by patron(s).

Professional Responsibilities:

- Create and promote a professional atmosphere both in and out of the library
 - Represent the library through participation in professional library and community organizations
 - Attend professional development classes and/or in-services
 - Meet Library Certification requirements
 - Keeps abreast of current trends and new professional techniques
 - Attend professional development classes and/or in-services
 - Completes tasks assigned by the Director
 - Special Projects as assigned by the Director
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Perform other duties assigned/prescribed by the Director

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

**Mooresville Public Library is an Equal Opportunity Employer.
As ascribed by the State of Indiana, Mooresville Public Library is an At-Will Employer**