



Technical Service Librarian

Department: Technical Services
Location: Columbia-Marion County Public Library
Pay Grade: Dependent on Experience
Last Revised: May 18, 2022
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Overview

The Technical Services Librarian is responsible for cataloging all library materials, upkeep of the automation system, Inter-Library Loan services, and processing and repairing of materials. The Technical Services Librarian reports directly to the Library Director.

Essential Functions and Duties

- Create MARC records in the automation system for all materials received, including children's materials, adult print and audio materials, reference materials, DVD's, toys and magazines.
- Maintain holdings records in the automation system.
- Evaluate donated materials as to their usefulness in the collection.
- Discard weeded materials and donations that cannot be used.
- Process or supervise the processing of materials to make them shelf-ready for checkout.
- Repair or supervise the repair of all materials.
- Train and supervise any staff assigned by the Library Director to assist in the processing or repair of library materials.
- Maintain monthly reports of library materials processing to report monthly to the Library Director.
- Process all Inter-Library Loan requests.
- Process all Inter-Library Loan deliveries and returns; track ILL usage statistics to report annually to the Library Director.
- Receives and resolves routine problems with library materials MARC records.
- Recommends policy changes and updates of library policy as pertains to Technical Services.
- Coordinate with supervisor for the ordering and maintenance of cataloging supplies.
- In the event that there is not a Technology Specialist employed by the Library system:
 - Help maintain staff and patron computers.
 - Assist in upgrading and/or installing programs and virus protection as needed.
 - Troubleshoot problems with computers and automation system. Seek outside technical assistance as needed.

- Converse knowledgeably with technical assistance on issues that require outside intervention.
- Maintain library website.
- Assist with technology training for staff and patrons.
- Maintain or supervise all library social media sites.
- Assist with all Library services and programming.
- Assist with the creation and installation of library displays.
- When needed, perform Circulation Clerk duties:
 - Check materials in and out of the automation system, assist patrons with public computers, register new patrons, update patron information, take fines and fees, make copies and prints, and answer the phone, shelf returned materials, read and straighten shelves, and straighten library furnishings.
- When needed, perform all opening duties:
 - Turn on lights, unlock doors, turn on computers and copier/printers, empty book drop, check in returned books, set up change box/drawer, and log into the automation system.
- When needed, perform all closing duties:
 - Count and balance money box/drawer, lock money away, turn off computers, turn off lights, set air/heat, and lock doors.
- Performs any other duties assigned by the Library Director.

Qualifications

Education and Experience

- Bachelor's degree in any applicable field of study preferred.
- 3 years equivalent work experience in the library field.
- Any combination of education, training and experience which provides the required knowledge and abilities.

Skills

- Ability to learn use of computers; basic knowledge of technology.
- Ability to organize work for efficient use of time.
- Ability to keep records accurately.
- Ability to understand and interpret library policies, procedures, and rules.
- Ability to adapt to difficult situations.
- Ability to respond in an effective manner to the concerns of library patrons.
- Ability to deal with associates and the public in a courteous manner.

Physical, Mental and Environmental Requirements

Position requires light work with the ability to lift up to 20 pounds. Climbing, pulling, kneeling, stooping, crouching, standing, reaching, hearing, pushing, walking, balancing, lifting, talking, typing, and repetitive motion is required on a regular basis. Visual and aural perception must be sufficient to operate a variety of office equipment and to communicate effectively with members of the staff and public. Must be functionally literate in written and spoken English and be able to follow written and oral instructions. Position requires exposure to inside environmental conditions.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.