

Mercer County Public Library

Job Description

Title: Technical Services Manager

Reports to: Library Director

Supervises: Cataloging Coordinator(FT)

Adult Acquisitions Coordinator (PT)

Job Description: The Technical Services Manager has primary responsibility for acquisition, cataloging, processing, and maintenance of Mercer County Public Library's collections. This position directly supervises one full-time Cataloging Coordinator and one part-time Adult Acquisitions Coordinator, ensuring that copy cataloging and physical processing are performed accurately and efficiently and that the collection meets the community's needs. The person in this role assists in managing budgets for adult materials, periodicals, databases, electronic materials, and processing supplies, and oversees technical services related workflows. He or she develops adult regular print, adult AV, periodicals, and digital collections, including selection, acquisition, and weeding, and consults with selectors for other collections (large type, children's, and teen) to facilitate and improve their workflows. The Technical Services Manager performs routine updates, generates statistical reports, and analyzes data in the library's integrated library system (Atrium), as well as in other library applications such as Overdrive and Hoopla. He or she administers technical services vendor relationships and resolves issues such as account setup, returns, damaged items, and backorders. This position identifies opportunities to improve technical services policies and procedures and collaborates with the Library Director and other library staff to help develop and implement new ones. Like all professional library staff, the person in this role will engage in continuous professional development to stay up to date on current trends and best practices, and must be able to interact successfully with a diverse group of patrons, staff and community stakeholders.

Primary responsibilities include, but are not limited to:

1. Lead and supervise staff in the technical services department, including cataloging, acquisitions, processing, and collection maintenance.
2. Directly supervise Cataloging Coordinator, ensuring that copy cataloging and physical processing are performed effectively and efficiently. Perform cataloging and processing tasks as volume requires.
3. Directly supervise Adult Acquisitions Coordinator, ensuring that the adult collection fits the needs of the community.
4. Manage selection, acquisition, and weeding of adult regular print, periodicals, digital, and adult AV collections, and oversee related budgets. Provide professional consultation and support to selectors for other collections.
5. Process adult patron requests, fill them as appropriate via purchase or interlibrary loan, and ensure that they are received and placed on hold in an accurate and timely manner.
6. Evaluate adult materials donated to the library to decide whether to add them to the collection.
7. Perform routine updates and generate and analyze reports in Atrium, Overdrive, Hoopla, and other library applications. Includes reviewing and improving existing records on a regular basis.
8. Administer technical services vendor relationships and resolve related issues.
9. Identify opportunities for improvement in technical services policies and procedures and collaborate with Library Director and fellow staff to develop and implement new ones.
10. Work occasional shifts at the public circulation desk as needed.
11. Engage in continuous professional development to obtain and maintain Kentucky Public Library Certification.

12. Successfully interact with a diverse group of patrons, staff, and community organizations, maintaining a positive attitude and professional demeanor at all times.

Job Requirements:

Qualifications/Experience

- MLIS is strongly preferred; minimum of a Bachelor's degree with at least one semester of formal library cataloging education and 1-2 years of experience in library technical services.
- Proficiency with at least one integrated library automation system and some common library applications such as Overdrive or Hoopla is required.
- Strong analytical, problem-solving, and communication skills are required.
- Supervisory or training experience is preferred.
- Clean background check required; must be willing to obtain Kentucky Public Library Certification within 5 years of employment.

Physical Demands

- Sitting and working at a computer for periods of time.
- Visual acuity to read computer screen as well as titles and spine labels of books on shelves.
- Dexterity for keyboarding.
- Reaching above the head, bending, kneeling, or crouching to reach high and low objects.
- Walking to assist patrons; standing for multiple hours at a public service desk.
- Lifting 20-30 pounds of library materials, chairs, etc.; pushing, pulling tables, etc.
- Handling, manipulating library materials, fingering book pages, forms, etc.

Further Requirements and Information

- Full time position (37.5 hours weekly); non-exempt.
- May require evening and weekend hours.
- Requires flexibility in scheduling.
- Requires ability to adapt to a fast-paced, multitasking work environment.
- Must possess excellent interpersonal, organization, and communication skills, both written and verbal.

Benefits

- Paid holidays, vacation, and sick leave per MCPL policy.
- Kentucky Public Pensions Authority (CERS) retirement.
- Fully paid individual health insurance coverage - \$0 employee premium and annual HRA card that covers full in-network deductible.