**Reddick Public Library District**

## JOB DESCRIPTION

### **TITLE:** Technical Services Coordinator **SALARY REVIEW:** Annually

**CLASSIFICATION:** Full-time, Non-Exempt

**REPORTS TO:** Library Director

**Duties:**

* ~~Tracks materials from delivery to final inspection before shelving.~~
* **Responsible for the receipt, processing, and data entry of all library materials.**
* **Classifies and catalogs new and existing library materials.**
* **Enters library materials into the shared ILS database; deletes materials from the database.**
* ~~Performs bibliographic checking for main entries.~~
* ~~Solves difficult bibliographic checking problems.~~
* ~~Catalogs materials with cataloging information available.~~
* ~~Corrects files for withdrawn materials (Lost & Paid items).~~
* **Coordinates changes to materials in library collections.**
* ~~Revises cataloging.~~
* ~~Prepares materials for circulation.~~
* ~~Hires~~**Interviews**, ~~schedules~~, trains, **supervises**, and evaluates ~~Pages~~ **staff in own department**.
* **Completes monthly schedules for staff in own department to ensure adequate coverage.**
* Supervises workloads for Technical Services Assistant and Pages.
* **Manages materials recovery program with third-party vendor.**
* **Attends meetings and workshops as required.**
* **Acts as liaison with library system to ensure library’s compliance with system technical services policies and best practices.**
* **Recommends policies and procedures related to own department.**
* Serves as person in charge of the building at designated times.
* Provides circulation services as necessary.
* **Provides reference assistance to patrons.**
* Provides out of system interlibrary loan service.
* **Maintains inventory of supplies and tracks orders with vendors.**
* Maintains open lines of communication with staff and fosters the same.
* **Cooperates as member of library management team.**
* **Cooperates as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.**
* ~~Other duties as assigned to ensure quality service to patrons and efficient operation of the library.~~

**Qualifications:**

* ~~Two years minimum of college work in a library field; work experience in libraries preferable.~~
* **Minimum Library Technical Assistant (LTA) certificate; previous library work experience preferable.**
* **Knowledge of cataloging practices, procedures and technologies.**
* ~~Computer literate.~~
* ~~Ability to work as schedule requires.~~
* ~~Highly organized.~~
* ~~Knowledge of Dewey Decimal System and MARC records.~~
* ~~Knowledge of the purposes and functions of a library.~~
* ~~Ability~~ **Willingness** to learn new procedures.
* **Ability to relate to co-workers in a positive and responsive manner.**
* Ability to communicate effectively **in English, both orally and in writing**.
* Ability to exercise ~~initiative, make independent decisions and act with discretion~~ **tact, leadership and judgment and direct, coordinate, plan and administer for quality library service to the community**.
* **Ability to remain calm under pressure.**
* Ability to learn new equipment and computer software.
* Ability to work as schedule requires, including nights and weekends.

**Supervises:** Pages, Technical Services Assistant, and any staff assigned to the department