GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for managing the activities of the Technical Services Unit to include oversight of the Library’s print and digital collection, acquisitions, cataloging and classification, processing and authority control. Serves on the department’s Executive Management Team. Reports to the Director of Libraries & Information Services.

ESSENTIAL JOB FUNCTIONS

Analyzes the library collection to determine circulation patterns, identifies weak areas and recommends purchase of items to provide customers with access to information resources and leisure reading; responsible for identifying outdated areas of the library collection and ensuring corresponding updates to keep the collection current and responsive to customer needs. Coordinates the selection, evaluation, acquisition and licensing of all digital resources. Supervises collection development to include reviewing selections recommended by staff, selecting materials, weeding the collection, and reviewing donations.

Responsible for the effective supervision of assigned staff to include leave approval, performance management, employee relations, prioritizing and assigning work and related activities. Plans and oversees work of assigned staff; establishes goals and objectives and monitors progress; ensures all work is completed in a timely manner and reviews completed work and monitors staff schedule for proper coverage.

Oversees the activities of the Technical Services Unit to include serials control, database management and compilation of statistics; serves as authority control to maintain uniformity with subject headings in author and title. Collaborates with staff to configure the department’s integrated Library system and Public Access Catalogue. Researches, troubleshoots and resolves configuration issues related to these systems.

Oversees library system’s materials budget and contracts; supervises and monitors expenditures; annually prepares proposed budget for Technical Services. May also act as project manager for selected projects.

Researches changes in technical services procedures; adapts and leads the implementation of new procedures, services and resources to improve efficiency in workflow. Takes part in professional conferences and meetings; keeps informed of current professional literature and trends; represents the department at selected meetings.

Performs other duties as assigned.
PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Library Administration** - Extensive knowledge of Dewey Decimal system and cataloging procedures, standards and rules and developing trends in these areas. Comprehensive knowledge of the principles, methods and practices of Library Science. Knowledge of library related database systems and networks to include automated circulation systems, on-line bibliographic retrieval services and cataloging services. Knowledge of office and financial systems, practices, procedures and administration. Knowledge of general office equipment to include personal computers and other electronic devices.

- **Supervision** - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

- **Customer Service** - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services.

REQUIRED SKILLS

- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other organizations.

- **Computer Skills** - Utilizes a personal computer to enter and retrieve information, as well as library software to effectively complete a variety of tasks with reasonable speed and accuracy.

- **Judgment/Decision Making** - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- **Critical Thinking** - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.

REQUIRED ABILITIES

- **Communication** - Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of reports which include numerical information and statistics. Ability to listen and understand information and ideas being presented verbally and in writing. Ability to handle a variety of personal information in a confidential manner.

- **Coordination of Work** - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Ability to establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibility over others.

- **Accounting and Budgeting** - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and some accounting principles and practices in the analysis and reporting of budgeting data.
EDUCATION AND EXPERIENCE

Requires a Master’s Degree in Library Science from an American Library Association (ALA) accredited library school and 5-7 years of experience as a professional librarian including 3-5 years supervisory experience, or an equivalent combination of education and experience. Requires certification as a professional librarian by the Library of Virginia within 6 months of employment.

ADDITIONAL REQUIREMENTS

Requires an acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check. Requires a valid driver’s license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.