



## Job Description

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<b>JOB TITLE:</b>	<b>Technical Services Director</b>
<b>CLASSIFICATION:</b>	Regular Full-Time, Senior Team (40 hours per week)
<b>SUPERVISED BY:</b>	Executive Director
<b>STATUS</b>	Non Exempt
<b>HOURS OF DUTY:</b>	As scheduled, with Saturday and evening hours

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### GENERAL SUMMARY

Responsible for planning and carrying out activities related to system-wide materials compiling/selection and to the overall management of the system's print, media and electronic collections. Assists with technology for programming, as needed. Also responsible for administrative work such as reporting and recordkeeping. Participates in formulating and executing goals and objectives, and participating in tasks and projects with other members of the Tech Services Department. Serves as a member of the Senior Team, acts as Person in Charge, and regularly works the front desk.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates all print, non-print and electronic materials selection/acquisitions activities
- Maintains familiarity with library collections and services
- Analyses circulation and other management reports to anticipate public interest and demand and determine best allocation of materials among branches,
- Examines professional publications and other sources for selection of books, periodicals and other materials
- Regularly evaluates and renegotiates vendor contracts for all materials
- Purchases and leases reading, entertainment, reference and research materials
- Orders all new materials using an automated acquisition system
- Implements and maintains the automated acquisitions and cataloging ILS modules
- Keeps abreast of trends in book publishing and media production

- Keeps abreast of new technological developments and makes recommendations for application to the library collections
- Selects books media, databases, reference sources, electronic media and other print materials for the adult collection
- Directly supervises all staff member in the Tech Services Department

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Serves as adult and youth reference librarian as needed: effectively Identifies and interprets patron needs in person, over the phone, and using other devices; provides reference, reader's advisory, computer, database, and referral services and assists patrons in material selection
- Provides technical and support and training as needed
- Trains patrons and staff how to navigate all aspects of virtual services and advanced technology applications
- Provides technology troubleshooting assistance to patrons
- Teaches classes in computer skills at a range of levels to patrons
- Takes advantage of state and regional opportunities for continuing education
- Assists in maintaining inventory of the collection & performing collection maintenance activities, such as weeding, shifting, special searches, shelf-reading, etc.
- Suggests collection enhancements or areas in need of review
- Serves as designated manager on duty if necessary
- Performs other duties as assigned

#### **JOB REQUIREMENTS**

- Local ILS administration and database concepts
- Thorough knowledge of professional library methods, reference resources & practices, and books, authors, & reading interests
- Ability to operate a computer terminal and perform searches in the library's catalog and databases as well as the Internet
- High degree of cross-platform technical skill & the ability to communicate about technology to patrons with varying degrees of technical ability
- Ability to critically review sources of information
- Ability to work independently with little supervision
- Ability to communicate effectively in both oral and written forms
- Ability to deal with the public in a professional and courteous manner

#### **MINIMUM QUALIFICATIONS**

- MLS, MLIS, or coursework toward degree

- Maryland State Librarian Certification or ability to obtain certificate within 6-months of a) hire date or b) completion of MLS or MLIS degree
- Two years of general library experience
- One year of supervisory experience required
- Knowledge of HTML and high competency in computer knowledge
- Demonstrated competency required in latest computer applications, mobile technologies, and social media

#### **PREFERRED QUALIFICATIONS**

- Three to five years of general library experience
- Two to three years of supervisory experience
- Knowledge of CSS and website design

#### **WORKING CONDITIONS**

- Work involves near continuous use of computer terminal
- Requires light physical effort such as stooping or bending, and occasional lifting of lightweight objects up to 30 pounds