

Head of Technical Services

12-month, Full-time, faculty position in Library Services

Duties

- Serve as the LOUIS System Administrator for the Library, responsible for maintaining the Library's SirsiDynix platform and all of its components
- Manage the library's OCLC-hosted EZproxy and OCLC holdings
- Manage all aspects of collection development, including selection, evaluation, and acquisitions of print, serial, and electronic resources to support new and existing courses and programs
- Manage the Library's physical and electronic collection, including maintaining the public discovery interface and administrative side of the online catalog, and maintaining IP address authentication for access to online resources at all RPCC campuses
- Provide instruction and reference services to a diverse faculty and student population in technical and academic community college disciplines
- Provide welcoming help for students at the Library's Service Desk as needed and be able to handle frequent interruptions with grace
- Track and keep accurate records on the library's operational expenditures, including invoices for print and electronic resources, serials subscriptions, service contracts, and supplies
- Serve as the primary faculty liaison for collection development
- Manage and supervise processing and cataloging of all print and non-print materials using RDA, AACR2, MARC 21, LC Classification, OCLC Connexion, and SirsiDynix Symphony
- Manage SirsiDynix MobileCirc for inventory use
- Collaborate on website development with other library staff
- Supervise any technicians and student workers in Technical Services, including assigning tasks, providing training, and conducting performance evaluations
- Serve on institutional committees and task forces
- Other duties as assigned

Required Qualifications

- MLIS from an ALA-accredited Master of Library Science university program
- Two or more years of substantial experience in library technical services and cataloging, including familiarity with OCLC and library management software, in an academic library
- Excellent written and oral communication skills
- Proficiency in MS Office applications and experience troubleshooting common PC issues

Preferred Qualifications

- Experience using SirsiDynix Symphony library management software, especially cataloging, and in configuring EBSCO Discovery Service searches, including administration of the public catalog interface
- Experience maintaining acquisitions records and budgets
- Proficiency in MS Access applications

Starting Salary

- \$46,000 - \$48,000 depending on qualifications

Start Date: Immediately