

## **Technical Services Librarian**

**Full Time**

**Exempt**

The West Baton Rouge Parish Library seeks an organized, independent Librarian to supervise Technical Services and Manage Collection Development. Compensation begins at \$51,562/yr.+ DOE. An excellent benefits package includes paid time off, medical, dental and vision insurances, and enrollment in the Parochial Employees Retirement System.

Applicants should send a letter of interest and resume before April 30, 2021 to:

West Baton Rouge Parish Library

830 N. Alexander Ave.

Port Allen, LA 70767

### **Description**

Coordinates collection development functions including material selection and budgeting. Reviews on an on-going basis the collections, selecting materials to provide a balanced collection and directing systematic weeding of collections. Responsible for coordinating, compiling and reviewing orders. Responsible for all activities related to materials acquisition, processing and classification. Responsible for supervising the library's technical services staff, coordinating with other library services and automation activities. Coordinates materials donations. Develops collections, as needed. Performs professional duties requiring the exercise of professional skill, initiative and independent judgement. Assignments are given in broad terms of general objectives and performed with administrative direction only.

### **Essential Job Functions**

- Regular & punctual attendance
- Directs and supervises the technical services staff with recommendations to the Library Director.
- Makes assignments to staff, trains and evaluates staff.
- Reviews potential materials for acquisitions and contributes to acquisition and collection development efforts.
- Recommends the adoption of bibliographic maintenance standards and authorities in an automated environment, develops procedures for processing all library materials.
- Serves as the library database manager.
- Works cooperatively with other library staff to coordinate activities and exchange information.
- Places orders for all collection materials.
- Maintains library relationships with vendors
- Inventories library collection to assess currency and relevancy.
- Supervises purchasing, receiving, processing and classification of books and materials.
- Confers with Library Director in developing short/long range planning for technical services department.
- Manages technical services staff functions in accordance with established library policy.
- Reads standard professional reviewing media to identify items that are appropriate to the collection

- Keeps abreast of current library trends and developments
- Follows established policies and procedures in all functions
- Performs other duties and assignments as designated by Library Director

### **Knowledge, Skills and Ability**

- Thorough knowledge of current library principles and practices including technical service standards, professional library policies, library rules and regulations, as well as methods and techniques including such areas as professional knowledge of and ability to use reference tools, classification, cataloging, acquisition, circulation, and materials;
- High level of computer competency, especially within the library's ILS.
- Knowledge of and the ability to be trained in various technological advances in the library profession.
- Ability to analyze professional and administrative problems and suggest practical solutions.
- Excellent decision-making skills with need for limited supervision.
- Considerable knowledge of the principles and practices of public library functions.
- Thorough knowledge of contemporary bibliographic maintenance standards and practice
- Ability to express oneself effectively and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with associates, subordinates, community groups, vendors, and the general public.
- Skill in planning and supervising the work of others.

### **Supervision**

- Received - Director
- Exercised - Technical Services staff

### **Working Conditions**

Work is performed primarily in a library environment while sitting at a desk or computer terminal or standing at a counter for a long period of time. Physical exertion may be required to retrieve or replace materials from shelves, high and low. Sufficient vision or other powers of observation are essential to permit the employee to read and sort library materials and observe the work of others. The noise level in the work environment is generally quiet.

### **Education, Training and Experience**

- Master's Degree in Library Science from an ALA-accredited Library School
- Three years of increasingly responsible library experience, including one year in technical services work.

This description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.