



JOB POSTING **Technical Services Supervisor**

The New Castle-Henry County Public Library is seeking a full-time, professional librarian who will be responsible for planning, organizing, and supervising the services and activities in the technical services department, including cataloging, classification, and maintenance of the collection.

Some responsibilities include:

- Oversee and perform library cataloging including original and copy cataloging, classification and processing of all library materials in a timely and accurate manner.
- Manage employees and volunteers in the Technical Services Department. Makes assignments, trains and evaluates staff.
- Develops goals and objectives for the department.
- Create, maintain, and update cataloging policies and procedures.
- Responsible for bibliographic database maintenance and quality control for bibliographic, item and holdings records.
- Plans, organizes and implements special projects as needed.
- Selects processing materials, staying within approved budget amounts.
- Attends professional meetings and participates in committees; works collaboratively with other library staff members.

Knowledge and Skill Requirements:

- Extensive knowledge of technical services/cataloging tasks.
- Ability to effectively lead employees to maximize their productivity and potential.
- Ability to use diplomacy and tact to form and maintain working relationships with library employees at all levels.
- Clearly and succinctly communicate ideas and thoughts, both verbally and in writing.
- Exercise superior organizational skills, good judgment, initiative, resourcefulness, and tact.
- Expertise and proficiency with computers and related hardware. Must be able to successfully use basic office applications and the Internet.
- Familiarity with integrated library systems, preferably Evergreen.
- Knowledge of materials acquisitions, MARC records, RDA, AACR2rev, and Dewey Decimal Classifications.
- Understanding of general accounting and budgetary concepts.

Qualifications:

- Master's Degree in Library Science from an ALA-accredited school preferred; Bachelor's Degree plus two or more years of library cataloging experience required
- Able to achieve Library Certification Level 5 or higher
- Supervisory experience preferred
- Must be able to sit at a computer for long periods of time doing detailed work. Must have manual dexterity, be able to reach in all directions, and manipulate objects, tools, or controls. Must occasionally lift or move up to 40 pounds.

Starting Range: \$40,000 - \$44,000/year

Benefits: Health, dental and vision insurance; Paid time off (PTO); Paid holidays

Hours: Full-time (40 hrs/week)

To apply, send resume and professional references to hr@nhcpl.org