



Anderson County Library  
300 N. McDuffie St, Anderson, South Carolina 29621  
(864) 260-4500

## **JOB DESCRIPTION**

### **JOB TITLE: Librarian III – Head of Technical Services**

*Pay Grade:*

*FLSA:*

### **FUNCTION**

Leads the Technical Services Department and its staff, including acquisitions, cataloging, and processing. Responsible for coordinating ILS deployment and updates. Oversees collections development in tandem with the Head of Adult Services.

### **SUPERVISION RECEIVED**

Works under the supervision of the Library Assistant Director.

### **SUPERVISION EXERCISED**

Supervises a minimum of (4) Library Technical Services personnel and other personnel as required. (Including: one Library Technical Assistant, one Library Assistant I, one Library Assistant II, one Library Assistant III).

### **EXAMPLES OF WORK PERFORMED**

*(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)*

- Responsible for supervising the professional and non-professional staff in the Technical Services department, including but not limited to, training, evaluation, and conducting of performance reviews and counseling, including recommendations for hiring, promotion, merit pay increases, disciplinary action and terminations.

- Catalogs and classifies library materials, including special collection and gift items; determines proper classification, subject headings, labeling and barcoding; ensures the accuracy of MARC bibliographic records and accurate cataloging by T/S staff of all Library materials.
- Helps to manage Collection Development. Makes collection additions and deletions based on criteria from the Collection Development Policy. Performs Selector purchasing duties as assigned.
- Performs supervisory related duties such as opening and closing procedures and ensuring safety and security.
- Assists patrons by:
  - Answering directional and procedural inquiries
  - Advising patrons concerning the library and its services, resources and policies.
  - Giving instruction in the use of the on-line catalog and location of materials.
  - Instructing in the operation of equipment.
  - Answering reference and other information requests.
- Plans, organizes and directs the efficient, rapid receiving and checking of shipments from vendors, as well as gifts and donations of materials, in preparation for cataloging and processing.
- Oversees pre-processing for the Library System.
- Evaluates the MARC bibliographic records obtained from vendors and approves their importation into ILS database.
- Coordinates with the Head of Information Technology to maintain the current cataloging system and ILS.
- Consults with all department heads and selectors regarding collection's technical services needs, acquisitions and maintenance; analyzes, designs and applies solutions to system issues.
- Compiles reports and statistics as requested.
- Works with ILS vendor and IT department to ensure consistent deployment and software update protocol throughout the Library System.
- Works with Circulation depts. to oversee repair of damaged items and is responsible for the process to discard badly damaged materials.
- Maintains professional development through various workshops, literature, and other means; consults and shares information with co-workers and other library staff.

- Oversees maintenance of supplies and equipment for department.
- Assists in changes of daily work schedule due to unexpected demands.
- May fill in for other positions within the Library System.
- Required to work nights and weekends.
- Performs other related duties as required.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### Education and Experience:

- (A) Master's degree in Library Science from an American Library Association accredited college or university and,
- (B) Two (2) years of library experience in Technical Services preferred including demonstrated experience with ILS applications and maintenance.

#### Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of standard library functions, practices, and procedures with an emphasis on Technical Services; ability to plan and organize workloads and schedules; ability to set priorities; ability to adjust to changes in the daily work schedule; ability to handle multiple projects at the same time.
- (B) Thorough knowledge of contemporary bibliographic-maintenance standards and practice, including the Anglo-American cataloging rules, Dewey Decimal Classification, Library of Congress subject headings, OCLC /MARC records, and library automation.
- (C) Excellent research, clerical and computer skills, including internet experience; ability to perform detailed and precise work.
- (D) Ability to effectively supervise staff; ability to establish and maintain effective working relationships with the general public, employees, branch managers and system personnel; ability to communicate effectively orally and in writing; ability to work in a team environment as well as independent work.
- (E) Ability to evaluate staff performance and design solutions to perceived needs; ability to effectively supervise staff; ability to mentor staff to improve performance
- (F) Must possess a valid driver's license or the ability to obtain one.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software, cash register, copiers and audio and visual equipment, and sound systems.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to travel to other areas within the Library System.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.**