



HUMAN

POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

RESOURCES

Job Title: **Manager, Technical Services and Collections**
Location: System Responsibilities – Charleston Main
Reports To: Library Director
Last Revision Date: 3/2023

PURPOSE

The Technical Services and Collections Manager plans, directs and manages the selection, acquisition, processing and cataloging of materials for all ages in all formats for the library system and serves as the SirsiDynix Symphony cataloging information consultant to Kanawha County School SirsiDynix librarians.

NATURE & SCOPE

This position’s primary responsibilities include highly diversified and complex activities which may involve major inter-related activities and use of appropriate judgment in decision-making without policy guidance. This position will maintain relationships with outside contacts necessary for organizational effectiveness; work independently on general assignments, and take action without direction except when formal policy changes are required, major investments are involved, or long-term programs are affected. This position will provide full supervision of Technical Services staff and Collection Specialist Librarian(s).

ORGANIZATION PLACEMENT DIAGRAM



QUALIFICATION GUIDELINES

Education	Experience
Essential	
MLS Degree from an ALA accredited college or university	Demonstrated experience at an intermediate-level or above in a technical services department. Demonstrated experience in cataloging library materials in all formats. Knowledge of library principals, methods, techniques, tools, and procedures in collection building and maintenance. Professional experience that includes materials selection and collection building. Demonstrated supervisory experience. Demonstrated experience working with PC and Microsoft Office applications.
Preferred	
	Experience in Symphony ILS cataloging and acquisitions modules. Experience working in a public library. Experience in a multi-branch library system.



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Ability to:

Communicate orally and in writing and maintain operating knowledge of related equipment and software. Work cooperatively and effectively with other managerial and line staff, vendors, and agencies.

Communicate technical issues to non-technical staff in a clear and understandable fashion. Demonstrate good balance of management and technical experience, with leadership skills to find cost-effective, reasonable solutions to issues facing the department and the library as a whole and provide mentoring to the technical services staff.

PRIMARY ACCOUNTABILITIES

Responsible for the SirsiDynix Symphony policies that relate to cataloging, acquisitions, and access points of library materials.

Maintain an on-going knowledge of the fundamental principles of cataloging and classification, using RDA (Resource, Description and Access), Marc formats, and Dewey Decimal classification.

Import and maintain records of electronic materials as appropriate to the corresponding licenses.

Develop and put into practical use holding codes, EDI and 9xx tag workflows.

Stay abreast of and evaluate developments relating to acquisitions, cataloging, classification and physical processing of library materials, implementing changes to the department's procedures when warranted.

Develop policies, procedures, and guidelines relating to the acquisition, cataloging, processing of library materials for the system, and modify and adjust work flow as appropriate and necessary.

Supervise and performs original and copy-cataloging.

Oversee the training of or directly trains staff in the use of OCLC bibliographic utility software products, SirsiDynix Symphony cataloging and acquisitions module software and any other peripheral software used by the department.

Develop and administer the approved budget for the Technical Services department and monitors monthly budgeted expense reports; Approves supply requisitions.

Keeps statistics as needed by the Director and incorporates them into a monthly report of departmental work for the Director's use.

Oversees the ongoing development, improvement and maintenance of materials collections for the library system in all physical and electronic formats, works with staff throughout the Library to develop and maintain an effective, responsive collection for the library's patrons.

In conjunction with the Assistant Director, prepares the materials budget yearly for physical and electronic materials in all formats and ensures its timely and effective expenditure by all selectors for every department and branch of the Library;

Represents KCPL in all business dealings with the West Virginia DELI consortium and serves as KCPL's designated, voting member and represents KCPL at all meetings of the consortium, as assigned.

Participates directly in the selection of appropriate staff.

Cooperates with the Assistant Director, in conjunction with the Lead Collection Specialist Librarian and Circulation Services Supervisor, to ensure effective patron access to all physical and electronic collections.

Assists in development of collection policies and strategies and oversees their implementation

Supports department and system-wide program and event planning and execution (i.e. Book Festival, Staff Development Day)

Carry out any other duties within the scope, spirit and purpose of the job.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Essential job functions are subject to modification



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ESSENTIAL ABILITIES

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public.
- Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials, written correspondence, reports, requests for proposals, specifications and related materials in both electronic and hard copy form.
- Ability to regularly lift or move carts or cartons of materials.
- Ability to work a flexible schedule, to include after-hours with resulting return to duty.
- Ability to travel to and from various locations.
- Ability to learn and carry out the primary accountabilities of the assigned position.
- Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.
- Ability to effectively communicate in writing and orally on job progress, personnel management, and other overall assignments and responsibilities.
- Ability to interpret and implement Library policies, procedures, and directives.
- Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons.
- Ability to effectively gather and analyze complex data and prepare reports.
- Ability to sit or stand for long periods at a time.
- Ability to handle multiple projects and prioritize work.
- Ability to maintain regular and reliable level of attendance.

All positions at the KCPL require a criminal background check.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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