

TOWN OF LEDYARD HEAD OF TECHNICAL SERVICES

General Statement of Duties:

Responsible for all activities related to materials acquisition, processing and classification.

Supervision Received: The Head of Technical Services is supervised by the Library Director.

Essential Duties:

- Catalog all library materials
- Responsible for on-line cataloging using LION standards and criteria
- Update holdings records; attach holdings records
- Coordinate cataloging activities with adult and children's services. Decide if gift material meets library standards for inclusion into the collection
- Represent the library at LION, operating as Project Manager.
- Set up and maintain parameters for the library's computer system
- Attend LION Bibliographic Committee meetings and work with LION regarding cataloging issues and incorrect records
- Select adult materials in cooperation with the Library Director
- Order library materials and interface with materials vendors
- Prepare Technical Services reports for the Director

Additional Duties:

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- Assist with circulation duties as needed including checking books out to patrons, discharging returned materials, entering patron data into the computer, collecting fines and clearing the patron's record, placing holds and renewing items.
- Attend continuing education workshops and conferences
- Other duties as required

*****The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position. ******

QUALIFICATIONS PROFILE:

Knowledge, Skill and Ability:

- Knowledge of library policies, procedures and administrative practices
- Knowledge of the bibliographic standards of cataloging
- Knowledge and experience in data entry, and on-line computer systems
- Knowledge of print and online resources
- Knowledge of a broad variety of topics
- Ability to communicate orally and in writing

- Ability to establish and maintain an effective working relationship with superiors, subordinates and the general public
- Ability to understand the needs of the community

Education, Experience and Training:

Four-year college degree preferred plus 2 years' experience in library work to include technical services as well as library automation. Supervisory experience preferred.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential functions.

While performing the duties of this job, the employee is frequently required to: talk, sit, bend, stoop or crouch, bend, twist, use hands, fingers, wrists or perform repetitive motion; handle/feel objects or controls, and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, lift and/or move up to 25 pounds. Must maintain continuous visual acuity including close vision and ability to focus, and hand-eye coordination. Employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

The employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and coworkers in everyday stressful and emergency situations.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*******

Adopted at Ledyard Town Council meeting on December 13, 2017.



Linda Davis, Chairman

Revised 6/17