



Clarkston Independence District Library  
6495 Clarkston Road  
Clarkston, Michigan 48346

## Head of Technical Services

The Clarkston Independence District Library seeks an enthusiastic, organized individual to join a positive, team-oriented work environment and lead our Technical Services Department. Working as part of our team, this individual will maximize patron access to library resources in a community that is excited to rediscover the value of its library after a recent millage success.

**Hours:** 40 hours per week, includes some evenings and weekends  
**Salary:** \$38,000-\$46,000 depending on qualifications and experience  
**Benefits:** Health, dental, and optical insurance; Disability and life insurance; Vacation, sick and personal days; Retirement plan.

### Primary Duties and Responsibilities:

- Hire, train, schedule and supervise a team of library technicians and volunteers
- Maximize patron access to library resources
- Develop, document, provide training and oversee procedures and workflows to ensure efficiency and an accurate collection database
- Perform original cataloging as needed
- Oversee the flow of interlibrary loan
- Coordinate collections and manage budgets for downloadable resources
- Provide data on collections to assist in collection development
- Assess the library's catalog on an ongoing basis and oversee projects to improve or correct cataloging issues
- Collaborate closely with the Head of Circulation/IT Manager
- Work with departmental librarians on a variety of collections projects
- Develop Library policies and procedures as part of the administrative team
- Other duties as assigned

### Qualifications:

- MLIS preferred
- Strong organizational and planning skills with the ability to work independently and as a team leader
- Supervisory experience
- Strong cataloging, processing and MARC experience
- Experience working with an ILS, Polaris preferred
- Collection development experience
- Desire and ability to provide excellent customer service

Reports to the Library Director

Send cover letter, resume, and contact information for three professional references by email, mail or fax to:

Julie Meredith, Library Director  
Clarkston Independence District Library  
6495 Clarkston Road  
Clarkston, MI 48346  
juliem@indelib.org  
Fax: 248.625.8852

**Deadline for applications: Monday, October 13, 2014 at 5:00pm**

*An Equal Opportunity Employer*

Phone: (248) 625-2212 | FAX: (248) 625-8852 | Internet: [www.indelib.org](http://www.indelib.org)