**Traverse Area District Library**

**Job Description**

**Job Title:** Technical Services - Librarian I

**Department:**  Technical Services

**Reports to:**  Assistant Director for Public Service

**SUMMARY**

The Technical Services Librarian will serve as the team lead in the Technical Services Department. Working closely with the Assistant Director for Public Service, the Librarian will assist in implementing best practices for collection management and will assist branch and/or member libraries in matters related to the ordering, cataloging and processing of books, periodicals, and audio/visual items.

**SUPERVISION RECEIVED**

Work is performed under the general supervision of the Assistant Director for Public Service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

An employee in this position will be required to assist in the operation of the library by performing any or all of the following essential duties and others as assigned.

* 1. Oversee the implementation of processes to ensure accurate and timely ordering of library materials including books, periodicals, and audio/visual materials.
  2. Ensure consistency and quality of catalog and authority records.
  3. Ensure workflow efficiency for collection maintenance, including materials processing, repairs and weeding.
  4. Provide overall direction and assistance to subordinate staff in performing cataloging activities and other department functions.
  5. Perform copy cataloging and some original cataloging and editing according to TADL and Evergreen guidelines.
  6. Assist with physical processing of materials as needed.
  7. Perform related work as required.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* + Knowledge of AACR2, RDA and MARC formats.
  + Knowledge of Dewey Decimal classification system, OCLC, and the Evergreen ILS.
  + Demonstrated strong attention to detail in all aspects of work.
  + Demonstrated strong organizational, time management and analytical skills.
  + Demonstrated leadership ability.

**EDUCATION AND/OR EXPERIENCE**

ALA Accredited MLS and 2 years experience with cataloging/metadata creation. Non-MLS candidates may be considered with substantial technical services experience.

**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.

* + Ability to lift and carry 25 pounds on a regular basis
  + Ability to see and hear well