

Technical Services Specialist

Reports to: Director

Pay Range: \$18-\$22 depending on experience and qualifications

Status: Part-time (Up to 24 hours/week)

Hours vary (will include evenings & Saturdays)

Under the supervision of the Director, the Technical Services Specialist is responsible for ensuring the accurate description, organization, and discoverability of materials in the library's collection. This position oversees the acquisition, cataloging, and processing of all circulating materials and assists with interlibrary loan (MeLCat) services.

The Technical Services Librarian supports the strategic development and maintenance of assigned collections and technical services operations. This role contributes to the operational success of the library by fostering positive workplace relationships, demonstrating initiative, and supporting the library's mission, vision, and strategic plan.

Duties and Responsibilities:

- Perform original and copy cataloging, classification, and processing of library materials in a timely and accurate manner.
- Maintain and apply cataloging policies, procedures, and bibliographic standards to ensure consistent organization and access.
- Develop and maintain procedures for acquiring, cataloging, and processing materials.
- Maintain bibliographic, item, authority, and patron records within the Integrated Library System (ILS).
- Run reports, compile statistics, and assist with collection audits and database maintenance.
- Oversee physical processing of materials, including labeling, repairs, and replacements for lost or damaged items.
- Assist with incoming and outgoing interlibrary loan processing (MeLCat).
- Order materials for assigned collections and track expenditures within the materials budget.
- Recommend and support new databases or services related to collections and technical services.
- Provide staff training on technical services procedures as needed.
- Provide public service desk coverage as assigned.
- Demonstrate excellent internal and external customer service.
- Maintain communication with the Director and Assistant Director regarding collection and technical services activities.
- Attend professional development opportunities to remain current in cataloging standards and best practices.
- Follow library policies and procedures and report facility, personnel, or security concerns to the Director.
- Perform other duties as assigned.

Qualifications, Education, and Training

- Master's Degree in Library Science from an ALA-accredited institution preferred (or in progress); Bachelor's degree plus two or more years of library cataloging experience required.
- Public library experience preferred.
- Strong knowledge of cataloging practices, including MARC, RDA, AACR2, and Dewey Decimal Classification.
- Familiarity with integrated library systems; experience with Book Systems Atrium preferred.
- Knowledge of acquisitions processes and basic budgeting concepts.
- Strong organizational skills with attention to detail and accuracy.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to build and maintain positive working relationships.
- Proficiency with computers, office applications, and internet-based tools.

Physical requirements

- Ability to sit for extended periods while performing detailed computer work
- Manual dexterity to handle books and materials.
- Ability to reach, bend, stoop, and move throughout the library.
- Ability to occasionally lift up to 40 pounds.

Working Conditions:

- Primarily works in a typical office/library environment with occasional exposure to varying temperatures or outdoor conditions.
- Requires walking, standing, sitting, bending, and reaching.
- May interact with patrons or staff regarding policy interpretation and enforcement.
- Occasional travel may be required for outreach, meetings, workshops, conferences, or webinars.
- Schedule includes evenings and weekends.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Please submit a resume, cover letter and three professional references to the Library Director, Anne Richards. arichards@richlandlibrary.org