

**GORDON COLLEGE
JENKS LIBRARY**

POSITION DESCRIPTION

Title: Technical Services Librarian

Function: Reporting to the Director of Library Services, this position is responsible for the planning and management of the Technical Services department of the Jenks Library, which includes acquisition, cataloging, and course reserve. The incumbent is also responsible for the supervision and management of the NOBLE's Evergreen integrated library system (ILS) for the library.

Description of Duties and Tasks:

1. Plans and supervises the acquisition, cataloging, and course reserve operations of the library, including the management of these modules in the ILS.
2. Solves all technical issues as related to the Evergreen system.
3. Develops and implements policies and systems for the effective acquiring and cataloging of library materials, whether print or other media, adhering to the guidelines and policies of the Jenks Library and NOBLE.
4. Supervises and participates in the ordering, cataloging, and classifying of all library materials.
5. Works together with NOBLE to create and maintain the bibliographic, course reserve, item, and order records of the library web catalog.
6. Supervises the physical processing of all library materials. Prepares them for circulation or access.
7. Supervises the receiving and processing of library gift materials.
8. Plans, organizes, and supervises the course reserve operation. Helps faculty and staff with copyright issues as it relates to course reserves.
9. Trains and supervises the work of support staff and student workers in the technical services department.
10. Participates in the collection development for the Jenks Library.
11. Consults with and advises the Director in matters related to technical services and general library policy.
12. Reports periodically to the Director the status and accomplishments of the department.

13. Compiles and prepares monthly and annual statistical reports related to the library collection and circulation.
14. Serves and represents the library as the acquisition, cataloging, and course reserve contact for NOBLE and other library organizations.
15. Manage interlibrary loans.
16. Provides additional services as needed.

Required Knowledge, Skills, Abilities, and Beliefs

In order to fully perform the above functions, the candidate must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities:

1. Must profess faith in Jesus Christ as Lord; must accept Gordon's Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon's Statement of Life and Conduct; and must work to advance Gordon's mission through this position.
2. Commit to helping all Jenks Library patrons feel welcome and served. Be friendly and helpful and can work constructively and effectively with all library staff and patrons.
3. Cooperation – Openly shares information, knowledge and expertise with co-workers and cooperates with other members to achieve the workgroup's goals; puts the interest of the College/library ahead of accomplishing individual goals.
4. Service Orientation – Understands the perspective and requirements of the patron, both internal and external; does what it takes to serve the patron to meet or exceed their expectations and anticipates future needs of the patron.
5. Dependability – Consistently takes responsibility for completing work on time and follows through on commitments; acts with integrity and trustworthiness.
6. Adaptability - The ability and willingness to change work practices, priorities or procedures in response to changing conditions, multiple work demands, or after encountering difficulties.
7. Stress Tolerance - The ability to work productively and effectively in difficult situations or under stressful working conditions such as tight time frames, heavy workloads, or conflicting demands with composure and a professional demeanor.
8. Confidentiality- Understands and complies with College and NOBLE confidentiality policies and state and federal regulations concerning the restrictions of information disclosure.
9. With good stewardship of library resources, the incumbent must possess organizational, management, analytical, and problem-solving skills.

10. A well-developed understanding of the principles and practices of modern library and information science with an emphasis on one or more of the technical services areas.
11. Working knowledge of MARC formats, RDA, the Library of Congress Classification System, and the Library of Congress Subject Headings.
12. Experience and working knowledge with an ILS.
13. Cataloging experience with a bibliographic utility.
14. Awareness of current trends in library and information science especially related to copyright issues and technical services.
15. Availability to work a varied schedule, including occasional evenings and weekends.

Academic and Professional Requirements:

1. A master's degree in library science from an ALA accredited program or be currently enrolled in a master's degree program in library science from an ALA accredited program.
2. Two years library experience.
3. Involvement in professional organizations, reading of library and information science literature, and attendance at conferences and seminars are necessary for professional growth.

Position Code: LIB-LIBRNTS-3

Grade: 6

FLSA Status: Non-exempt

Hiring Range: \$28 - \$35