

ROLLING MEADOWS LIBRARY
Job Description

Job Title: Technical Services Director
Department: Technical Services
Reports To: Executive Director
FLSA Status: Exempt
Approved Date: 7/2023

SUMMARY

Oversees all functions of the Technical Services Department and ensures the successful function of the Sierra integrated library system (ILS) and the peripheral applications which support or depend upon the ILS's functions and services. Directly supervises the Assistant Director of Technical Services, Technical Services Associates, and AV Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Technical Services Functions

- Oversees and supports acquisitions, cataloging, processing, and other functions.
- Contributes original and copy cataloging and guides the cataloging work of others in accordance with national standards of materials description and access-point creation.
- Supports acquisitions functions by running purchase order posting jobs and performing other workflows related to electronic ordering (EDI).
- Coordinates, with appropriate department director(s), materials ordering, processing, and weeding functions performed in other departments and those outsourced to library vendors.
- Serves as administrator of the Library's accounts, settings, and preferences on vendor web portals.
- Creates a cooperative relationship with other departments in the building.
- Removes holdings information from the OCLC database.
- Develops and maintains an Intranet web page containing links specific to Technical Services and cataloging aids.

Library Applications Analysis

- Configures all modules of the Sierra system using acquired knowledge or by seeking technical support from Innovative Interfaces.
- Ensures optimal function of the public-access catalog(s) by utilizing all available tools (administration portals, support requests, etc.) to provide user-friendly experiences to library patrons.
- Responsible for the optimal organization and integrity of the ILS database, including all record types: patron, bibliographic, item, order, etc.
- Prepares effective acquisitions budget fund reports for materials selectors.
- When feasible, makes use of the Sierra SQL queries to support database content analysis, ensure optimal application function, or to produce reports for detailed analysis of library materials holdings and their use.

Other responsibilities

- Participates in the Library's Person in Charge (PIC) program.
- Responsible for weekly review and approval of employee timesheets.
- Attends meetings and serves on appropriate committees.
- Assists the Executive Director in preparing the annual budget.
- Responsible for ongoing oversight of expenditures from the departmental budget.
- Performs additional duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Carries out supervisory responsibilities in accordance with the organization's policies and organization chart. Responsibilities include interviewing, hiring, and training employees; communicating job expectations; planning, scheduling, assigning, and directing work; appraising performance; addressing complaints, and resolving problems.

EDUCATION and/or EXPERIENCE

Master of Library Science (MLS) degree or equivalent combination of education and experience.

OTHER SKILLS AND ABILITIES

- Three to five years of supervisory experience necessary.
- Two years of experience working with Innovative Interfaces' Sierra ILS, or other similar system.
- Must have a working knowledge of OCLC Connexion client software, Innovative Interfaces applications, MARC, RDA cataloging standards, and the Dewey Decimal System.
- Experience in using and configuring library applications (especially integrated library systems).

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and occasionally required to stand for long periods of time. Must be able to stretch and reach using both arms and hands. The employee must occasionally lift and/or move up to 35 pounds or push loaded book carts. The employee must also stoop, kneel, and crouch to locate and organize library materials.

The physical demands described above 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.