

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Technical Services Librarian</b>
<b>Class Code Number</b>	<b>3030</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>ASEA Bargaining Unit</b>
<b>Effective Date</b>	<b>July 2019</b>

### General Statement of Duties

Provides technical services at the Library and related Library functions; performs related and assigned work as required.

The Technical Services Librarian should have a thorough knowledge of library issues and techniques, and must be able to work independently and accurately. In addition, the Technical Services Librarian must possess the interpersonal and communication skills that will enable them to represent the Library to vendors and Library consortia.

### Distinguishing Features of the Class

Under the direction of the Library Director, the Technical Services Librarian develops, administers and coordinates activities of the technical services necessary to support the library services at SPL. This is a very responsible administrative and technical position involving the oversight of library technical and cataloging services to support the overall technical and cataloging functions of SPL. Oversees staff training in the use of technical and collection management systems and provides direct public service at the circulation desk. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees and volunteers, members of a Library Consortium, outside vendors and the public. The principal duties of this class are performed in a public library environment. Additionally under the direction of the Library Director, the Technical Services Librarian serves as the Sitka Public Library administrator for the Sitka Library Network (SLN). The SLN is a consortium comprised of Sitka Public Library, the Sitka School District, and Mt. Edgecumbe High School. Additionally the SLN is in a contractual agreement with the Alaska Library Catalog. The Technical Services Librarian is the lead administration liaison in overseeing the contractual obligations and services for both the SLN contract and the ALC Contract.

An employee in this class may perform any one or more or any additional duties as assigned.

<b>Examples of Essential Work (Illustrative Only)</b>
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### **Examples of Integrated Library System (ILS)**

- Lead support in the daily operations of the library's automated systems and workstations;
- In accordance with the Sitka Library Networks MOA coordinates with consortium members abiding by the MOA Agreement to maintain reliable and accurate functioning of the ILS network and server systems;
- As directed by the Library Director, coordinates initial and on-going staff training in the use of SIRSI and OCLC.

### **Technical and Cataloging Services**

- Catalogs all library materials. Works with adult and children's services in supporting acquisitions, cataloging, retention, and deselection processes;
- When directed, assists training staff in copy cataloging, item records creation, and database maintenance;
- Participates in system-wide teams and project management for system-wide initiatives;
- Oversees and performs professional technical services, cataloging, and bibliographic control duties, including classification and description of all acquired materials using standard library cataloging and classification guides and by adhering to library material standards;
- Maintains the accuracy and reliability of the library's bibliographic and patron databases;
- Creates, maintains and adjusts bibliographic records using standard library record formats, such as MARC, LCSH and AACR2, RDA;
- Assists with all aspects of Technical Services duties as needed (receiving, cataloging, linking, processing, and distributing materials);
- Provides follow-up training of staff and SLN librarians in performing authorized cataloging processes to achieve ALC competency standards;
- Performs quality control checks of the bibliographic database;
- Leads support in maintaining a user-focused interface for the library's online public access catalog;
- Prepares custom reports, analysis and impact measures for use of library materials and services for SPL and the Sitka Library Network as assigned or requested;
- Coordinates the services of automated system equipment, software, services and maintenance with appropriate vendors (i.e., ALC);
- Provides on-site system support through troubleshooting technical services, as needed and/or work with the IT Department for computer software/hardware services for staff and patron needs as assigned or requested
- Collates Library data and produces annual statistical reporting as needed or assigned;
- Edits and updates Technical Services Cataloging and Processing procedures manual;
- Helps train Library personnel within the consortium in the use of technical services, including conducting training workshops;
- As assigned by Library Director, conducts research on technical services to obtain the most cost effective and valuable services for Library needs;
- Oversees the care, preservation, and archival needs of the Local History Collection according to established policies and procedures incorporating binding, conservation techniques, microfilming, and digitization;
- Develop cataloging and metadata policies, create useful documentation, and participate in collaborative projects to increase usage of the library's electronic, digital, and physical materials by making them more discoverable;
- Enters holdings and provides MARC records for the Sitka library Network databases when assigned;
- Serves assigned hours at the Circulation desks and performs other duties of the Library Assistants as needed;
- Assists and performs training for volunteers/new employees as assigned;

- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audiovisual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Assumes authority in the absence of the Library Director in accordance with established Library policy;
- Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities

- Comprehensive knowledge of information services systems within a Library environment and within the consortium library environment;
- Knowledge and training in archival management;
- Comprehensive knowledge of system software as applied to Library services;
- Comprehensive knowledge of Library databases and system security;
- Thorough knowledge of standard library practices and procedures;
- Skill in the maintenance and repair of the various components of technical services systems;
- Ability to implement hardware and software systems within a library based on the analysis of current needs;
- Ability to ascertain the needs of Library patrons and direct them to the needed resource within the Library or contact outside services to ensure all available information is obtainable to the patron;
- Ability in basic math computations and alphabetic filing systems;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Required Special Qualifications

- Master's degree from an ALA accredited college in library or information science, media services or a closely related field (preferred); **OR**
- A bachelor's degree, some training in library or information science, media services or a closely related field **AND** 1 year as a librarian;
- Thorough knowledge of standard library practices and procedures;
- Experience monitoring complex software systems in a library environment, especially SIRSI
- Experience cataloguing and maintaining records in a bibliographic database;
- Considerable ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other city departments and the general public;
- Seeks opportunities to pursue further training and to keep abreast of current and future trends in library service;

- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work, with an emphasis on covering the dual functions of technical proficiency and Library administration.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to maintain technical information systems;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general library environment and visit various work sites throughout the City and Borough.

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