

Job Title	Technical Services Librarian (Salaried, Exempt)
Position Summary	Responsible for technical library services operations to meet the needs of library patrons. This includes cataloging and acquisitions functions.
Position Requirements	<p>Education: Bachelor's Degree required; Master's degree in Library Science preferred.</p> <p>Experience: Library experience required with experience in cataloging and acquisitions preferred.</p> <p>Skills: Must be comfortable with using a computer. Understanding of cataloging principles and RDA preferred.</p> <p>Physical Abilities: No special physical abilities are required.</p>
Reports to: (SUPERVISION AND DIRECTION)	Executive Director
Supervises:	Technical Services Assistants
Working relationships	<ul style="list-style-type: none"> • Work closely with the Technical Services Assistants to ensure all processes are complete • Work with Department Heads to purchase appropriate materials for each department • Act as the Library's liaison to the OWL Consortium's Cataloging Committee • Work with Technical Services Assistant from Holston River Regional Library when assistance is needed with original cataloging. •
Key result areas	<ul style="list-style-type: none"> • Keep the collection up-to-date through the purchase of new materials, preferably prior to release date. • Maintain a clean database of materials in the ILS
Essential Duties (KEY TASKS)	<p>Acquisitions</p> <ul style="list-style-type: none"> • Purchases materials for all departments, with

	<p>assistance and recommendations from Department Heads.</p> <ul style="list-style-type: none"> • Makes certain to purchase materials, when possible, to receive in advance of release date, especially in the case of expected bestsellers. • Purchases replacement books for missing, billed, and damaged items as needed. • Orders materials from vendors using online ordering systems when available. • Processes materials through the Acquisitions module in the ILS. <p>Cataloging</p> <ul style="list-style-type: none"> • Catalog all library materials according to RDA standards and rules put into place by the OWL Consortium Cataloging Committee. <p>Statistics and Management</p> <ul style="list-style-type: none"> • Participates in library-wide planning and decision making as a member of the Library management team • Assists Executive Director on projects as needed. <p>Performs other duties as assigned.</p>
Core skills	<ul style="list-style-type: none"> • Understanding of cataloging principles and rules • Knowledge of computer-based applications and tools.