



Job Title: Technical Services Supervisor

Reports to: Assistant Director of Library Operations

Job Description: The Technical Services Supervisor is responsible for the operation and continuous improvement of the Technical Services Department, which includes the acquisition, cataloging, classification, processing, and maintenance, and repair of library materials. The Supervisor manages training and evaluation of Technical Services staff. The Supervisor will work with the Collection Development Team to ensure the integrity, currency, and relevance of library collections.

Responsibilities include, but are not limited to:

- Supervise, train, and evaluate Technical Services staff and volunteers
- According to professional library standards, perform copy cataloging of library materials in all formats
- Maintain authority control over the bibliographic database
- Be fluent in principles, practices, characteristics, and activities of library services and technology including, but not limited to integrated library systems (SirsiDynix Symphony), MARC, technology planning, technology vendor relations, RFID (Envisionware), Office Suite, and other applications of technology
- Assume an advisory role in the selection and maintenance of library collections
- Remain knowledgeable about technological advancements and societal trends that impact library technical services
- Have an awareness of, and interest in, incorporating best practices and trends in evolving library technical services
- Troubleshoot problems with all Technical Services systems and processes
- Oversee inventories of library collections
- Ensure all technical processing supplies are stocked and re-ordered as needed

Additional Information: Full time position (40 hours weekly) may require evening, and weekend hours; must possess excellent communication skills, both written and oral; requires ability to interact in a pleasant and effective manner with a diverse group of staff and volunteers; ability to work before a computer for lengthy periods of time; requires the visual ability and manual dexterity to manipulate and catalog sometimes-heavy books, AV items, and equipment; requires thorough understanding of library-specific software; requires coursework and ongoing training to maintain Kentucky library certification standards; satisfactory background check.

Qualifications (Education, Skills, Training): At least two years of college; experience in library service required; requires knowledge of or willingness to learn principles of library collection development; requires knowledge of or willingness to learn standard American cataloging protocols (utilizing OCLC

WorldCat) and its interface with ILS software (SirsiDynix Symphony); requires greater than average attention to detail and accuracy; requires fluency in a wide range of computer-based and Internet-based software and searching techniques.

Compensation and Benefits: \$20.11 per hour; benefits include health insurance; personal leave and holiday leave; life insurance; TIAA-CREF retirement plan (matched by Library) after one year of employment; optional insurances (paid for through payroll deduction) include dental, vision, long-term disability, and accident/critical illness; additional supplemental retirement plan option (unmatched by Library); optional flexible spending plan for unreimbursed medical expenses.

The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.

How to Apply: Position is open until filled. Please email resume, cover letter, and three references to jobs@boylepublib.org by the close of business on January 26, 2024. Please enter "Technical Services Supervisor" in the subject line.

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