



EMPLOYMENT OPPORTUNITY AVAILABLE

Bloomfield Township Public Library is seeking an enthusiastic, forward thinking, and experienced individual to serve as our Technical Services Department Head. The successful candidate will have a strong commitment to provide quality service and the desire to work in a collaborative, team environment. Bloomfield Township Public Library is a Class 5 library serving a community of 41,070 residents. Community support is strong for the Library and its collections, programs and services. The Library is a member of The Library Network cooperative.

POSITION TITLE: Department Head, Technical Services

DEPARTMENT: Technical Services, Reporting to the Library Director

HOURS:

Full-time, 37.50 hours per week including nights and weekends on a flexible basis.

WAGE & BENEFITS:

\$63,691 to \$87,759 or \$32.80 to \$40.00 per hour. Benefits include paid leave time such as vacation, sick, holiday and emergency time. Health Insurance, Dental and Optical Insurance, Term Life and Disability Income Insurance provided. Defined contribution retirement plan and retiree health savings plan offered. Eligible for Deferred Compensation and other Voluntary Benefits. Opportunity to participate in Professional Development.

RESPONSIBILITIES:

This position is responsible for effectively managing all aspects of the Technical Services department to ensure positive service is provided to meet community needs, and that the department operates smoothly. Administrative responsibilities such as human resource management, and budgeting are part of this position. Also included are overseeing collection management. Maintains knowledge of technology and topics of interest in the profession. Seeks opportunities for professional growth and development. This position is a member of the Library's management team and will participate in strategic planning, and policy development, among other management level team responsibilities.

DUTIES MAY INCLUDE:

- Oversees Technical Services Department.
- Supervises an Assistant Department Head and Clerks, including training, job evaluations, and the scheduling of work.
- Attends bi-monthly Management Advisory Committee (MAC) meetings.
- Responsible for tracking Technical Services budget.
- Works with the Friends of the Library on culling books from the donations.
- Responds to emergencies as Senior-in-charge.
- Supports other departments in adding new collections and improving existing collections.
- Performs or supervises the cataloging and classification of all library materials.
- Maintains an accurate, up-to-date database of library materials in all formats for all age populations.
- Performs or supervises the downloading and maintenance of MARC records for all electronic resources from various vendors.
- Places orders for materials selected for purchase.
- Maintains statistics of technical services operations and prepares a narrative of statistical reports for the Library Director.
- Performs or supervises the physical processing of all library materials for acquisition and withdrawal.
- Recommends the adoption of bibliographic maintenance standards and authorities in an automated environment, develops procedures for processing all library materials.

- Oversees, supervises, and assists in entering library materials into the database in accordance with the MARC standard using established utilities such as OCLC. Plans, organizes, maintains, and manages the processes and operations of the Technical Services division including Acquisitions, Cataloging, Serials, Digital Services, Website and Integrated Library System (ILS).

REQUIREMENTS:

MINIMUM:

- ALA accredited Master's degree in Library and Information Science plus a minimum of four years professional library experience with supervisory experience.
- Thorough knowledge of contemporary bibliographic-maintenance standards and practice, including the Anglo-American and RDA cataloging rules and formats, Dewey Decimal Classification, Library of Congress subject headings, OCLC/MARC records, and library automation.
- Thorough knowledge of acquisitions, cataloging (including original cataloging), and authority control.
- Strong skills in using Windows-based computers, the internet, database searching, and downloadable resources.
- Proven interpersonal and public relations skills to work effectively with staff, and the community in a team environment.
- Strong communication skills.
- Ability to interpret statistical data, analyze information, and evaluate programs.
- Ability to lift, push, and/or pull at least 20 pounds.
- Ability to review materials and discern voice and audible tones.
- Strong desire to serve the Library in a positive manner.

DESIRED:

- Proficiency with Innovative Interface's Sierra and SkyRiver.
- Considerable knowledge and experience in Technical Services.
- Demonstrated ability to mentor, motivate, and inspire others.

APPLICATION:

Due Thursday, August 5. A resume, cover letter, and responses to essay questions below must accompany your application. The Application is available at the library's Welcome Desk and online at www.btpl.org/employment-volunteer/

Please provide a written response to the following 2 questions (250-word limit per question):

1. How do you maintain records for electronic resources?
2. What is the importance of Technical Services as library collections shift from physical materials to digital resources?

Submit application packet to:

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800
Fax: 248-642-4175
Email: careers@btpl.org

Applications can also be delivered to the Library in person.

*Bloomfield Township Public Library champions the power of words
to spark discovery and imagination.
For more information about the Library, visit our website: www.btpl.org*