

Yakima Valley Libraries

Technical Services Supervisor

FLSA: Non-Exempt

Job Purpose and Summary

Responsible for original and copy cataloging of materials to ensure users can locate books, serials, media, or other realia. Oversees and performs various cataloging and processing projects; and directs and coordinates the flow of materials through the department, and maintains quality control of the online database/catalog. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

Supervision Received and Exercised

Receives general supervision from assigned management staff. Will exercise functional, technical, and professional supervision and/or lead responsibilities over paraprofessional, technical, or volunteer staff.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Welcomes and serves internal and external customers of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves customers without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges customers presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with customers, and verifies that customer's needs are met.
2. Catalogs materials using Anglo-American Cataloging Rules, 2nd edition (AACR2) and Resource Description and Access (RDA) standards. Interprets and applies Library of Congress subject headings and determines appropriate Dewey Decimal Classification (DDC) number.
3. Performs original and copy cataloging of all formats of library materials to facilitate their identification, access, and use. Links items to records in integrated library system bibliographic database.
4. Imports MARC records using OCLC Connexion. Updates and assigns classification numbers and genre designations according to local practices and procedures.
5. Maintains knowledge of current trends in professional cataloging rules and standards.

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6. Resolves catalog problems and questions initiated by Library staff.
7. Determines appropriate treatments for series or multipart items.
8. Oversees serials module and creation and maintenance of serials holdings records; oversee serials claiming and replacement process.
9. Catalogs lease materials, including downloading bibliographic records.
10. Performs database maintenance for bibliographic and authority records, and maintains the integrity of the integrated library system through authority file control.
11. Under the direction of the Managing Librarian, works closely with staff to ensure excellence in technical services. Mentors, trains, and models performance for other staff.
12. Provides oversight to assigned personnel to ensure efficient and effective operations.
13. Works with assigned personnel to correct deficiencies and resolves a wide range of routine and non-routine personnel issues and difficult situations.
14. Conducts performance appraisals of assigned personnel. May recommend disciplinary procedures in coordination with appropriate management staff.
15. Maintains statistics and drafts reports.
16. May assist or lead technical and other special projects, as assigned.
17. Attends trainings as directed.
18. Attends meetings and participates in various committees, as assigned.
19. Under fills for subordinate positions as needed.
20. Performs other duties as assigned.

Qualifications

1. Master's Degree in Library Science (MLS/MLIS) or;
2. A Bachelor's Degree and two (2) years cataloging experience.
3. Supervisory experience preferred.

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Knowledge of:

1. Extensive knowledge of MARC bibliographic format and standards, Dewey Decimal Classification, Library of Congress Subject headings, AACR2 and RDA.
2. General knowledge of a wide range of subjects in order to appropriately classify and select materials for the collection.
3. Public library policies and procedures; knowledge and support of the principles of intellectual freedom and Library Bill of Rights.
4. Customer service standards and protocols.
5. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, office productivity, and other personal computer applications, emailing systems, databases and web-based searching.

Skill in:

1. Using excellent interpersonal skills in a variety of situations and with diverse library customer and staff populations.
2. Facilitating the delivery of high quality, customer-focused library services.
3. Working effectively, with a teamwork orientation, in daily activities as well as addressing problems and unique situations.
4. Using independent judgment and making good decisions when resolving problems relating to patrons/public.
5. Listening to, understanding and interpreting the concerns of patrons.

Ability to:

1. Gain thorough knowledge of Yakima Valley Libraries' policies, procedures and programs.
2. Communicate effectively, verbally and in writing, with internal and external customers regarding cataloging issues.
3. Adapt to changing technology, organizational structures, policies and priorities.
4. Train, coordinate, organize, direct, motivate, and evaluate technical services staff.
5. Recognize and set priorities, use initiative, and employ independent decision-making.
6. Operate with a minimum of supervision and work collaboratively in a team environment to find solutions to problems.

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7. Identify departmental inefficiencies and recommend systems and procedures to improve efficiency, reduce costs and provide better service.
8. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with library system staff, library customers, other libraries, agencies and organizations, will be necessary to provide and receive information.

Signature

Date