

## **Job Description: TECHNICAL LIBRARIAN**

**CLASS NO.** 1503

**EEOC CATEGORY:** Paraprofessionals

**PAY GROUP:** 17

**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

Technical Services is the centralized processing division for the library system. The Technical Librarian, under the general supervision of the County Librarian, oversees the day-to-day activity of Technical Services. Activities include procuring materials, processing library purchases, distribution of materials to branches, and Interlibrary Loans. Is responsible for accounting of collected library fines and fees for delivery to County Treasurer. Due to the location of the unit, serves as an irregularly scheduled substitute at Anahuac Branch.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: County Librarian
2. Directs: Assistant Technical Librarian, page(s), temporary and summer help, and volunteers.
3. Other: Has contact with library vendors, various county departments, staff for procurement of materials and fund accounting, and representatives from OCLC WorldCat, other libraries in and out of state as well as occasional work with library patrons.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Administers day to day operations of Technical Services unit.

Supervises staff; provides continuing training to new employees at Technical Services; monitors performance; provides continuing training based upon instructions received from in workshops and from County Librarian.

Procures library materials. This includes, but is not limited to, obtaining purchase requisitions, ordering materials by mail, fax, phone or electronically; receiving and verifying deliveries; resolving order errors, tracking purchases in-house using spreadsheet software. May include communication with book vendors and bookstore personnel.

Processes library materials. This includes, but is not limited to, ordering electronic records over the Internet for the library database, copy cataloging using online records, original data entry into the library database, assigning identifying barcode numbers to materials, and coordinating distribution of materials to the appropriate branches.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
Updated and Approved CC 10/23/2012

## **CLASS NO. 1503 (Continued)**

Interacts with County Auditor, County Treasurer, and their staffs as necessary concerning fund accounts, special accounts, and donations for memorials and honorariums. Works with Friends of the Chambers County Library System Treasurer to monitor and expend funds as necessary.

Assists County Librarian with statistical reports, narrative reports, grant applications, provides assistance with preparation of flyers, handouts, and bibliographies as needed.

Attends monthly Branch Librarian meetings with County Librarian to assist with countywide planning and to ensure similar use of policies and procedures within the county system.

Maintains files. The Technical Services unit is the creator of holdings records for the entire system. These files show the value and location of each item purchased with county funds, and are of use for insurance purposes. The files are of vital use on a daily basis to library patrons and the system staff. Inventory control is maintained and periodical checks are made on the physical holdings utilizing these files. The Technical Librarian oversees this work. In addition to the master library file, smaller database files are created in this unit for use by the patrons. An example is the Wallisville Age Index.

May, as a senior staff member, be responsible for county-wide projects, such as coordination of children's programming, coordination of IRS tax distribution forms for the library system, or maintenance of certain aspects of the library automated network.

Provides supplemental assistance on an irregular schedule at the central branch library in Anahuac. Work includes full responsibility for the branch during the time worked (four hours or less), including reference and circulation duties and extensive contact with the library public.

Is responsible for supplies required by the library system, including office supplies, specialized library processing materials, and items needed for library programs for the public. Makes purchase requisitions and direct purchases as necessary and maintains inventory of these items.

Works daily with library agencies outside the county: this includes regular interaction with OCLC WorldCat, and other libraries in and out of the state. Is responsible for processing materials procured from these agencies for the use of branch patrons. Maintains records on these loans, and prepares the materials for return to appropriate destinations.

Designs and maintains library-specific social media, including but not limited to the library system's website, Facebook account, and twitter account.

Ensures accurate translation of ordered records from downloaded sources by setting parameters for library automation software.

Uploads records from commercial databases on subscription into library system database to increase access to online materials by library patrons.

Assists Friends of the library group by overseeing bookkeeping software, generate reports for annual meetings on expenditures by the library system using Friends' funds. Helps to maintain the membership database, and provides mail out materials. [Friends of CCLS software, archives and financial records are housed in this unit of the library].

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## **CLASS NO. 1503 (Continued)**

Controls inventory for library system; maintains database of cataloged inventory and provides annual financial account of same to County Auditor for insurance purposes. Maintains list of items declared as surplus and removed from active inventory. Coordinates removal of surplus materials for system.

Responsible for inventory of equipment owned by the Texas State Library, and for return of same to Austin.

Creates marketing materials, including posters and flyers, using Photoshop software and specialized printing equipment.

Creates the county's e-letter for county-wide distribution by contacting department heads for news to incorporate into the e-letter. E-letter is created using online software and distributed quarterly.

Recent developments in library technology now place the library system database into a "world catalog" (WorldCat) and records within the catalog must be amended to include additional data for WorldCat to function properly. The Technical Librarian oversees this work. In addition to the master library file, smaller database files are created in this unit for use by the patrons.

Maintains integrity of library system database through a combination of review and reports generated and by ongoing oversight of input by the County Librarian.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* Background in basic library operations, particularly the technical aspects of library service is an asset. Experience in staff management useful.

*Skill/Ability to:* Supervise and motivate employees; demonstrate proficiency in written and oral communication; show extensive ability in use of typewriter and computer keyboard/PCs, and general ability to operate standard office equipment; ability to establish and maintain effective working relationships with county personnel and specialized library agency staff in the state; ability to interact well with general public.

*Physical considerations:* This job is classified as light duty, and about 70% of the job consists of desk and file work. However, shipping and receiving are a large part of the remaining 30%, and this involves extensive walking, lifting, and unpacking boxes. Sight, hearing and speaking abilities are required due to interaction with sales vendors and library representatives.

## **ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation or its equivalent is sufficient. This position would usually be filled as a promotion from Assistant Technical Librarian or Library Technician in special circumstances. The person accepting this position will be made aware of the Texas State Library sponsored certification program, and will be strongly urged to pursue certification as a part of ongoing training and education within the field.