

Technical Services Coordinator

The Ruth Hughes Memorial District Library is looking for an energetic, enthusiastic, and detail-oriented person to perform the duties of a Technical Services Coordinator. Regular duties include (but are not limited to) the following:

General Summary:

Under the supervision of the Library Director, the Technical Services Coordinator oversees the maintenance and daily operation of the library's automation system and circulation department, supervises the acquisition and preparation of materials for the collection, and maintains a professional web presence for the library. Supervises assigned support staff. Training period of 3 months.

Essential Functions:

1. Oversees Circulation Department operation.
2. Catalogs materials and maintains automation system database.
3. Works with the Information Technology contractor to oversee and maintain computers and related equipment.
4. Processes material acquisition orders and forwards invoices to the Director.
5. Prepares overdue notices on a regular basis.
6. Processes interlibrary loan requests and manages delivery services.
7. Prepares monthly statistical reports and assists Director with annual statistics.
8. Coordinates and facilitates public computer and technology training.
9. Trains and supervises library staff on tasks related to Technical Services and Circulation procedures.
10. Maintains an awareness of developments in library automation, and attends training seminars to stay abreast of new technologies.
11. Maintains an accurate inventory of technological equipment and software.
12. Assists in the design and preparation process of promotional handouts, mailers, booklets, signs, forms and other materials.
13. Assists the Director in maintaining and updating the library's preexisting website.
14. Creates and manages digital slideshows.
15. Performs repairs to damaged materials.
16. Manages periodic book sales and material recycling.
17. Assists at the Circulation Desk periodically when needed.
18. Serves as the supervisor in charge on designated shifts.
19. Other duties as assigned.

Employment Qualifications:

Education: High school diploma required. Associates degree in related field and cataloguing certification preferred.

Experience: This is a management-level position. Must be proficient in Microsoft Office—Word, Excel, Publisher, and PowerPoint.

Other Requirements: Must obtain cataloguing certification from Valley Library Consortium within 90 days. After a year of full time employment, completion of the Library of Michigan Beginner's Workshop to obtain a Certificate of Library Experience may be required.

The qualifications listed above are intended to present the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Physical Requirements:

- a.) Stooping, bending and kneeling to package and unpack books and materials.
- b.) Prolonged periods of standing to assist patrons, search shelves and retrieve materials.
- c.) Ability to lift and carry books and other materials.
- d.) Ability to access office files.
- e.) Ability to enter and access information to a terminal.
- f.) Ability to operate library and related equipment.
- g.) Ability to access all areas of the library including the branch.
- h.) Ability to effectively communicate with others.
- i.) Ability to sit for long periods of time entering data.

Working Conditions:

- a.) Exposure to books and other materials with molds, mildews and dust.
- b.) Requires some travel to branch library and other locations for meetings and other purposes.

Salary and Benefits:

Full-time: 40 hours per week, with some evenings and weekends. Salary Range \$34,500 – 40,500.
Benefits include: health insurance; paid sick, personal and vacation time; IRA retirement plan.

Application Information:

Deadline: Open until filled.

Please send a current resume and cover letter to:

Ruth Hughes Memorial District Library
Attn: Tracy Aldrich, Director
211 N. Almont Ave.
Imlay City, MI 48444

Or email to: taldrich@ruthhughes.org