

# Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

**JOB TITLE:**

TECHNICAL SERVICES LIBRARIAN

**DEPARTMENT NAME:**

SHERBORN LIBRARY

**FLSA STATUS:**

Exempt: ☒   
Non-Exempt: ☐   
Hours worked per week 25

**EMPLOYEE TYPE:**

(see General By-Laws Personnel Administration Plan for definitions)

Salaried ☒ Regular Part-Time ☐ Casual Part-Time ☐   
Regular Full-Time ☐ Supplemental Part-Time ☐ Temporary ☐

**REPORTS DIRECTLY TO (INDICATE JOB TITLE):**

LIBRARY DIRECTOR

**I. JOB SUMMARY - Briefly describe the primary function of this job.**

The Technical Services Librarian is responsible for the cataloging, classification, and technical processing of Library materials utilizing the integrated Library system. This position maintains Library supplies and generates statistics on Library inventory and acquisitions.

**II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.**

1. Catalogs and classifies all Library materials utilizing the Integrated Library System. Prepares all Library materials to be circulated. Provides ongoing support to Library staff in cataloging projects. Performs routine bibliographic maintenance in the local ILS system.
2. Verifies the shipments of acquisitions against invoices and order price, and directs invoices for special fund accounts to the Library Director's attention.
3. Performs original cataloging and classification for unique material and logically integrates locally-generated records with the online public access catalog. Develops aids and manuals for selected materials.
4. Trains and manages the Technology Assistant to assist in acquisition management and serve as the back-up to the Technical Services Librarian. Writes annual performance reviews and meets regularly to discuss goals. Supports opportunities for staff and professional development. Trains and directs circulation staff to assist with technical services.
5. Maintains the inventory of Library supplies and reports the cost to the Library Director.
6. Regularly runs statistical reports to aid in collection development and the upkeep of accurate collection records. Submits statistical data to the Library Director for inclusion in the annual reports.
7. Processes acquisitions for public use, and restores or withdraws damaged collection materials following standard preservation guidelines. Updates bibliographic records.

**III. EDUCATION, TRAINING & EXPERIENCE - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.**

The position of Technical Services Librarian requires a Bachelor's Degree and minimum of three years related job experience, including experience with cataloging functionality of an integrated library system (ILS), knowledge of MARC records and experience with third party bibliographic services and invoicing.

Superior organizational skills, oral, written, and interpersonal communication ability; exceptional customer service experience is required.

Extreme attention to detail and ability to work independently is necessary for cataloging, data entry, statistical reporting, invoice and supply management.

A familiarity with the use of computer hardware and basic software programs is required. Computer literacy and fluency with Internet searching is required. Original cataloging experience desirable.

**IV. COMMUNICATIONS & CONTACTS** - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

Contact	Purpose	Frequency
Library staff	Coordination of collection and services	Daily
Library vendors	Invoice & shipment questions	Regularly
Professional Library Groups	Stays current in cataloging and circulation; informs staff of updates	Regularly
Regional Library Groups	Help develop and implement standards for cataloging and database management	Quarterly

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** - Describe the function(s) over which this job has direct accountability and authority.

Manages and supervises the Technology Assistant. Writes annual performance reviews and meets regularly to discuss goals. Supports opportunities for staff and professional development.

Maintains a strong sense of awareness and attentiveness of the surroundings during key-holding shifts.

Trains paid clerical and volunteer staff to assist in the Technical Service Department.

Implements and manages efficient, cost-effective practices for the operation of Technical Services and supplies budgets.

Keeps statistics on acquisitions and collection withdrawals for inclusion in the Library Director's annual reports.

**VI. WORK ENVIRONMENT:** Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

The Library is a public building and office work environment. The general public of all ages has access to three levels of the facilities, including book collections and meeting rooms. Physical stamina and mobility is required to handle Library materials and maintain daily circulation duties. All staff have the responsibility of interacting with the public, upholding all Library policies voted on by the Board of Trustees and following guidelines outlined in the emergency procedure manual. Ability to work 25 hours per week, including night and weekend shifts.

**VII. REPORTING RELATIONS** - Attach an organizational chart if possible indicating where this job fits in the department's operations.

Attached

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

DATE:



9/21/2023

TOWN ADMINISTRATORS SIGNATURE:

DATE:



9/29/23

PERSONNEL BOARD SIGNATURE

DATE:



9/19/23

COMMENTS: