Date prepared: 6/29/2017

Employee name:

Position title: Director of Technical Services and Cataloging Librarian

Exemption Category (Circle one): 36e2 36e3 36e4

REPORTING LINE (Division head to Employee):
1. Vice Chancellor for Academic Affairs and Provost
2. University Librarian
3. Director of Technical Services and Cataloging Librarian

Primary function: Director of Technical Services and Cataloging Librarian

Serves as leader and manager for technical services operations, and sets strategic direction for the unit. Manages and evaluates workflows and services, and directs personnel processes for the area, including training. Operates as a resource person for faculty and staff on current or emerging issues concerning the acquisition and description of library resources and advises colleagues on projects involving materials and resources. Provides statistical, usage and narrative reports as required and participates in policy and strategic planning decisions as a member of Library Cabinet.

Characteristic duties and responsibilities: Please indicate percent of time after each duty listed. No duties/responsibilities should be more than 30% or less than 5%.

Serves as leader and manager for technical services operations, including: acquisitions, cataloging, serials, and interlibrary loans. Sets strategic direction for the unit and plans, organizes, manages and evaluates workflows, services and problem solving methods. Manages personnel processes for the area, including evaluation of training needs and provision of appropriate training programs. 25%

Performs as primary cataloger, and oversees cataloging for monographic, serials and electronic resources. Adapts bibliographic data to create local records using standard tools in conjunction with national and international cataloging standards. Recommends changes in cataloging and processing policies and procedures as systems, tools, rules and formats change. 25%

Ensures support for collection management documentation and decision making: collaborates with Director of Collections and Scholarly Communications and the Business Administrative Associate to ensure the accurate encumbrance and management of funds; provides financial, statistical, usage and narrative reports as required. Serves as a resource person for faculty and staff throughout the library on issues concerning the acquisition and description of library resources and advises colleagues on projects involving materials and resources. 15%

Uses accepted standards and best practices to research, evaluate, and implement emerging technologies for technical services to inform and improve workflow, effectiveness, and customer service in the Brookens Library and University Archives. Engages in budgetary and planning activities related to staffing and library technology in Technical Services. 15%

Participates in policy and strategic planning decisions as a member of Library Cabinet. Chairs Library Operations Committee. 5%

Represents the Brookens Library at meetings of library technical services staff for the University of Illinois, state of Illinois, or other consortial level. Acts as liaison to I-Share (CARLI shared catalog). Serves as Library
representative to campus committees.  5%

Maintains an active knowledge of librarianship and contributes to the profession through participation in professional organizations and conferences at the local, state, regional or national level and through service on Library and campus-level committees.  5%

Performs other duties as assigned by the dean.  5%

Environmental demands:
Lifting books and materials up to 25 lbs.

Qualifications/minimum education and work experience:
• Master’s in Library Science or Information Science from an ALA accredited institution.
• Two or more years of relevant experience in technical services and experience with an integrated library system, including the use of acquisitions and cataloging modules.
• Experience with supervising full-time staff.
• Ability to work independently and to achieve outcomes in a collaborative environment.
• Excellent written and oral communication skills.
• Demonstrated project management skills.

Preferred Qualifications
• Experience working in an academic library environment.
• Knowledge and application of cataloging and metadata standards.

Number of Employees Supervised:  4 Civil Service  0 Academic Professional  2 Student

_________________________________________  Date  ________________________  Date
Employee Signature  Supervisor Signature

_________________________________________  Date
Additional Supervisor Line (if applicable)  Dean/Director (if applicable)  Date

_________________________________________  Date
Division Head Signature  Human Resources Signature  Date