

Great Neck Library

Technical Services Manager

We are looking for an energetic individual to provide leadership and professional expertise and to coordinate for all aspects of online services (acquisitions, automation, cataloging, processing and circulation) for four locations

This senior position supervises, manages and coordinates the flow of library materials through the Technical Services and Circulation departments.

- Manage our Sierra and Encore Systems
- Coordinate the installation of upgrades and new software

Required:

- Experience in Project Management and Library Technology
- Knowledge of RFID and library software; Sierra Cataloging and Acquisitions modules, OCLC and WorldShare
- Fluency with Excel spreadsheet and data manipulation
- MLS or MLIS from ALA accredited institution
- New York State Public Librarian's Professional Certificate required at time of employment

Four years professional librarian experience preferred

Schedule:

Full time – 35 hours/week
Include some evenings and weekends

Salary:

\$66,600.00- Commensurate with experience and qualifications
Plus full benefits package

Reply with resume, cover letter, and references by 8/27/2019:

Great Neck Library
159 Bayview Ave.
Great Neck, NY 11023

employment@greatnecklibrary.org

No Phone Calls Please

The Great Neck Library is an Equal Opportunity Employer.

Reposted 8/15/19-8/27/19-job description is attached

Job Description - Technical Services Manager

Job Summary

Under the direction of the Assistant Director the candidate is responsible for all aspects of acquisitions, automation, cataloging, processing and circulation for four locations. Duties are carried out with considerable independence within the framework of established policies, procedures and a strategic plan. Incumbent will work closely with the Director and Assistant Director in overall planning for system-wide library services, The incumbent will also work closely with staff to assure prompt delivery of materials and services to library members and affiliates. This job description is not intended to be an exhaustive list of all duties.

Principal duties

1. Supervisory
 - Coordinate and manage the flow of library materials through the Technical Services and Circulation Departments
 - Supervise staff in Technical Services including full-time staff, part-time staff, temporary employees.
2. Administrative
 - Manage the configuration and updates of the online systems. These services include the library catalog (Innovative Interface), LILink, Wowbrary OCLC, WorldCat, WorldShare and other programs.
 - Work closely and collaboratively with vendors and other partners as needed to maintain library systems
 - (Initiate Grant Research and Opportunities)
3. Analytical
 - Identify new technologies and integration strategies.
 - Be able to explain the plan for new initiatives to staff, patrons and to Board of Trustees.
 - Insure compliance with authorization policies and license agreements.
 - Use analytical, technical and troubleshooting skills as needed.

Skill Set

- Experience in Project Management
 - Experience managing projects, meeting deadlines and communicating to various stakeholders within the library environment.
 - Experience working with publishers and vendors and integrating third-party applications into library systems.
 - Experience serving as a point of contact for maintenance and troubleshooting
- Demonstrated ability to:
 - Exercise initiative, independent judgment, and discretion in handling administrative duties.
 - Acquire knowledge and skills to complete assignments successfully.
 - Apply computer literacy skills and experience with library tools, applications, and resources in support of library services.
 - Ability to work independently and in a collaborative team environment
- Specific Knowledge
 - Knowledge of bibliographic record structures such as MARC, etc. and other *metadata*.
 - Knowledge of RFID.
 - Technical knowledge of library services and supporting data (including Acquisitions, Circulation, Cataloging and Electronic Resource management)

Education or Formal Training:

- MLS or MLIS from ALA accredited institution
- New York State Public Librarian's Professional Certificate required at time of employment

Job Description - Technical Services Manager

- Four years professional librarian experience preferred Experience working with a Library Services Platform/Integrated Library System such as III (Innovative Interface, Inc.)

Compliance

As an Equal Opportunity Employer, the Great Neck Library does not discriminate on the basis of race, color, religion, gender, national origin, disability, pregnancy, sexual orientation, political party, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. For more information, please contact the Executive Director.