

# Technical Services Librarian

---

## **MIDDLEBURY PUBLIC LIBRARY JOB DESCRIPTION**

**Position:** Technical Services Librarian

**Reports To:** Library Director

**Position Summary:** The Technical Services Librarian is responsible for the coordination, planning, and implementation of the cataloging, technical, and computer functions of the library. This position oversees the library's ILS/OPAC, Envisionware/public computers, and telephone services. This position has considerable contact with the public as well as collaborative contact with coworkers.

### **General Responsibilities:**

- Coordinates all activities and services related to Technical Services.
- Serves as a liaison between ILS, IT, and other technology and telephone-related vendors.
- Oversee all aspects of the library's participation in NICCL (Northern Indiana Computer Consortium for Libraries).
- Maintains accurate statistics and generates statistical reporting.
- Catalogs and classifies items for the library's collection.
- Maintains the library bibliographic and patron databases.
- Keeps up on current trends related to technical services librarianship.
- Participates in professional development opportunities.
- Submits required reports and budget requests.
- Serves on library committees.
- Assists with system-wide programs, activities, and initiatives, as needed.
- Fulfills all duties at circulation desk as scheduled, including opening and closing library.
- Other duties as assigned.

### **Required Qualifications:**

- Education: MLS/MLIS from an ALA-accredited program and two years of previous technical services library experience
- Considerable knowledge of standard library practices, procedures, and technologies
- Current Indiana Public Library certification, or the ability to attain one within 6 months
- Experience with adults in learning environments
- Proficient in Microsoft Office, Zoom, mobile devices, and at least one ILS, preferably TLC
- Capable of learning new software programs and technologies
- Skilled in cataloging, classification, and library materials processing
- Significant computer, technology, and library systems training and experience

- Independently perform the full range of professional librarian duties, including reference and readers' advisory services, collection development and maintenance, and provide instruction in the use of library services and equipment
- Excellent written and verbal communication skills
- Exemplify courteous behavior and creative problem resolution
- Research and develop grant applications and sponsorship requests including managing grant-funded projects and submitting grant reports
- Recommend and assist in the development of library policies and procedures, disaster recovery plan, and strategic planning
- Ability to work cooperatively and have positive working relationships with patrons, co-workers, and vendors
- Ability to prioritize job responsibilities and work independently
- Ability to transport self to off-site meetings, conferences, and training
- A heart for public service and information sharing

**Physical Requirements:** Ability to lift at least 30 pounds, reach high shelves, stoop, bend, and remain standing and/or sitting for extended periods of time

**Work Environment:** Ability to work without supervision in a fast-paced multitasking environment, interact with the public in cordial fashion, be receptive to change, and attentive to details

**Hours:** Salaried, exempt, full-time (37.5+ hours). Must be available to work one evening a week and at least one Saturday a month

**Salary Range:** \$59,000 - \$75,000, based on experience

**Benefits:** Health, Dental, Vision, Life Insurance, Vacation, Sick Time, Paid Holidays, and State Retirement Plan (INPRS)

**Extra Special Benefits:** Making your dreams of data-gathering a reality; reviewing statistics from a variety of sources to form a puzzle that propels the library forward; creating *AHA!* moments for coworkers and patrons with your ability to educate and inform; fostering relationships between humans and technologies; thriving in an environment of discovery and sharing your sense of curiosity for the benefit of others; creating sensible and streamlined workflows that wow everyone involved; geeking with mobile devices and services.

**To apply:**

Please email a letter of interest, resume, and three professional references (include name, title, telephone number, and e-mail address) to:

Juli Wald, Director

[juliw@middleburylibrary.org](mailto:juliw@middleburylibrary.org)

*Inquiries received prior to March 31, 2025 will receive priority.*

*The position is open until it is filled.*