

TOWN OF CANTON

TITLE: Head of Technical Services **CLASS:** Exempt
DEPARTMENT: Canton Public Library **DATE :** August 15, 2007 BoS Adopted

POSITION DESCRIPTION

Under the general and functional direction of the Library Director, manages the technical services area of library operations including database management, cataloging, collection development and technology.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- ? Establishes departmental priorities within general policy direction.
- ? Prepares narrative and statistical reports for the Library Director and other audiences as requested.
- ? Directs the activities of and allocates work to Library Aides and other staff as assigned by the Library Director.
- ? Establishes priorities as determined by need.
- ? Administers and supervises library programs through subordinate staff.
- ? Maintains and develops database of library materials accessible and usable to staff and patrons.
- ? Specifies, installs and maintains appropriate computer networking systems for the delivery of information to staff and patrons.
- ? Reviews adult materials for acquisition and places orders.
- ? Reviews and evaluates library programs assigned by Library Director.
- ? Compiles and analyzes statistical information to assess operations for planning purposes.
- ? Participates in activities of professional organizations and state library to remain aware of developments in the field, including publications in library science and technology.
- ? Prepares specifications, purchases, and maintains inventory of department equipment and supplies.
- ? Performs additional tasks and duties as necessary and/ or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ? Commitment to excellence in customer service.
- ? Thorough knowledge of the principles and practices of municipal library administration.
- ? Administrative ability to initiate, organize and follow through on comprehensive library programs and projects.
- ? Thorough knowledge of contemporary bibliographic maintenance standards and practice, including Anglo-American cataloging rules, Dewey Decimal Classification, Library of Congress subject headings, OCLC/ MARC records and library automation.
- ? Proficient computer skills.
- ? Ability to deal effectively with employees and the general public.
- ? Ability to supervise.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- ? Performs duties in an office environment.
- ? Ability to sit or stand for extended periods of time.
- ? Ability to move, bend, stoop, and lift and carry books and files of approximately 35 pounds or less.
- ? Ability to maneuver a fully loaded book cart.
- ? Works in library setting subject to continuous interruptions and background noises.
- ? Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- ? Intermittent exposure to video display terminals.
- ? Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.
- ? Ability to read printed material and a computer screen.
- ? Communicate effectively with individuals in person and over the telephone.
- ? Ability to file books, periodicals, reports, etc. on shelves ranging from 1' to 7' from the floor.
- ? Ability to move throughout the Town, Library, Town Hall and other Town buildings and sites.
- ? Requires flexible working hours to observe library during all hours of public operation.
- ? Some travel required to attend meetings in Canton and outside of Canton.

ACCOMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

REQUIRED MINIMUM QUALIFICATIONS

? The skills and knowledge required would generally be acquired with a Masters Degree in Library Science from an ALA accredited college or university and three years of library experience; or a Bachelor's Degree and five years of library experience.

LICENSE OR CERTIFICATE:

? Must possess a valid Connecticut Motor Vehicle operator's license and independent transportation to attend to all essential functions.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time.

I have reviewed this document and discussed its contents and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date