



JOB DESCRIPTION

POSITION TITLE: Part-Time Technical Services Manager
DEPARTMENT: Upper Dublin Public Library
REPORTS TO: Library Director

EEO JOB CATEGORY:

DATE JOB DESCRIPTION COMPLETED: May 2023

REPLACES JOB DESCRIPTION DATED: September 2022

PURPOSE OF THIS POSITION: The incumbent in this position oversees technical services; receives & catalogs books, serials, and DVDs; and ensures the shelf-readiness of materials arriving pre-processed.

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties might be required.

- Oversees technical services operations and directs staff and volunteers while they are working on technical services tasks.
- Catalogs library materials, predominantly books, serials, and DVDs, adhering to MCLINC and MARC standards and using appropriate bibliographic utilities. Is responsible for the integrity of the library database. Must obtain and maintain MCLINC certification for cataloging all applicable materials formats.
- Oversees the linking of item records to bibliographic records.
- Represents the Library at meetings of the MCLINC Database & Acquisitions Committees. Interfaces with MCLINC staff on matters regarding technical services.
- Develops and conducts related training for library staff and volunteers.
- Compiles technical services statistics and makes reports.

- Respects and upholds the UDPL's mission/vision as well as the values outlined in the ALA Library Bill of Rights and the Freedom to Read and Freedom to View Statements.
 - Pursues professional development and continuing education opportunities as needed.
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NECESSARY OCCUPATIONAL TRAITS:

Knowledge: Knowledge of public library services and operations. Knowledge of library bibliographic utility software, MARC format, and RDA rules.

Skills: Cataloging of books, serials, and DVDs. Effective communication in person, in writing and on the telephone; accuracy and attention to detail; organization and prioritization of workload.

Abilities: Ability to interpret and implement cataloging standards and explain standards to the library staff. Ability to manage and work closely with others. Ability to understand functioning of automated library system. Ability to interpret statistics. Ability to exercise good judgment, courtesy and tact. Requires stamina and physical capability to move efficiently. Requires the physical ability to repeatedly lift, carry and shelve books.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- American Library Association accredited master's degree or equivalent combination of library experience and education.
- Experience with automated library systems, library bibliographic utility software, MARC format, and RDA rules.
- Proficient in MS Office Suite and Windows OS.
- Some management or supervisory experience preferred.
- Familiarity with cloud technology and services preferred.
- Any combination of education, experience and training that provides the required knowledge, skills and abilities.

SPECIAL QUALIFICATIONS REQUIRED (Licenses, Certifications, Registrations):

Department Director Signature: *Aut* Date: 5/3/23

PHYSICAL DEMANDS OF JOB

JOB TITLE:

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

1. In an 8 hour workday, this job requires the physical ability to: (Place an "6" for maximum capability for each activity.)

TOTAL AT ONE TIME:

A) Sit	1	2	3	X	5	6	7	8	HOURS
B) Stand	1	2	X	4	5	6	7	8	HOURS
C) Walk	X	2	3	4	5	6	7	8	HOURS

TOTAL DURING AN ENTIRE 8 HOUR WORK DAY:

A) Sit	1	2	3	4	5	6	X	8	HOURS
B) Stand	1	2	3	4	X	6	7	8	HOURS
C) Walk	1	2	3	4	X	6	7	8	HOURS

2. Job requires the physical ability to LIFT:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
B) 11-20 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
C) 21-30 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
D) 31-40 Pounds	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
E) 41-50 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F) 51-100 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job requires the physical ability to CARRY:

A) Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
B) 11-20 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
C) 21-30 Pounds	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
D) 31-40 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E) 41-50 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F) 51-100 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Job requires the physical ability to use HANDS for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING OF ARM CONTROLS	FINE MANIPULATION
A) Right	X	-	X
B) Left	X	-	X

4. Job requires the physical ability to use FEET for repetitive movements as in pushing and pulling of leg controls:

RIGHT	LEFT	BOTH
-	-	-

5. Job require the physical ability to function in activities involving:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Reaching	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
B) Bending	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
C) Squatting	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
D) Crawling	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
E) Climbing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F) Driving a vehicle	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
G) Unprotected heights	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H) Being around moving machinery	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I) Exposure to marked changes in temperature and humidity	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
J) Exposure to dust, fumes, gas	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>