

Head of Technical Services, Goodnow Library

The Goodnow Library, located in Sudbury, seeks an experienced and service-oriented Head of Technical Services to oversee the day-to-day operations of acquisitions and cataloging.

The Head of Technical Services supervises all departmental personnel and has supervisory responsibility for acquiring, processing, organizing, maintaining, and supporting the Goodnow Library's holdings of online, print, and non-print resources in the Minuteman Library Network (MLN) Catalog.

Within the Goodnow Library, the Technical Services Department supports the activities of all other library departments by directing acquisitions, processing, and coordinating access to all Goodnow Library resources and by maintaining the library's collection in good condition.

The Technical Services Department provides support and instruction to internal library customers, and evaluates usage, condition and materials expenditures in both print and non-print. The Technical Services Department provides opportunities for the Goodnow Library to fulfill its mission to "improve lives through the power of information, ideas and innovation."

Reporting to the Director, the Head of Technical Services' primary responsibilities are the management of the Technical Services Department's staff and services, and setting and monitoring departmental goals and objectives approved by his/her supervisor. The incumbent's work requires knowledge of the Goodnow Library's automated system, resources, and the informational needs of the community. The ability to communicate, exercise good judgment and work effectively with all other Goodnow Library departments is essential in order to identify problems, and analyze, plan, and implement successful solutions.

Primary Activities:

Supervises, hires, trains and evaluates the work of the Technical Services Department.

Proactively offers assistance and helps to set the standard of excellent customer service by participating in the provision of prompt, accurate services to the public.

Establishes departmental goals and objectives in accordance with the goals and objectives of the Goodnow Library.

Manages and maintains the library's collection of online, print, and media resources. Oversees the maintenance and updating of Goodnow's holdings in the MLN database.

Works with other library department heads to ensure that all of Goodnow's resources and policies are accessible to the public.

Monitors the department's budget and makes recommendations for expenditures for budget preparation.

Oversees the use of the Innovative Interfaces, Inc. (III) Acquisitions module for the purchase of resources and fund accounting.

Investigates and recommends new technology to advance Goodnow's tradition of excellence.

Represents the Goodnow Library within the Minuteman Library Network.

Attends and participates in professional meetings and keeps abreast of current and future library practices.

Gathers, maintains and provides statistics as required.

Qualifications:

- Master's Degree in Library and Information Science from an accredited institution
- Three to five years acquisitions and cataloging experience, including thorough understanding of library classification systems and relevant aspects of library automation, particularly the current cataloging and acquisition modules
- Demonstrated ability to supervise others
- Excellent computer skills, including troubleshooting, word processing, spreadsheets, databases, email, internet searches, and software specific to libraries, and the ability to learn new applications
- Excellent interpersonal, oral and written communication, analytical and organizational skills
- Knowledge of the Dewey Decimal System and its application
- Ability to consistently work calmly and effectively, accurately, in a tactful and professional manner, even under pressure
- Ability to adapt to new procedures in an evolving environment

Salary: Starts at \$49,230 in eight steps. Full benefits.

Closing Date: April 11, 2018

How to Apply: Please Submit Cover Letter & Resume to: Esmé Green, Library Director via email: greene@sudbury.ma.us

The Town of Sudbury is an affirmative action/equal opportunity employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.