

River Parishes Community College
Library Services

Position Description and Statement of Responsibilities

Title: Head of Technical Services

Function of Work:

To locate, acquire, organize, and manage materials and information sources in order to provide access to these resources for library users.

Supervision Received:

General supervision from the Director of Library Services.

Supervision Exercised:

Functional supervision over lower level librarians, library support staff, and student workers.

Duties:

Provides the highest quality of service to RPCC students, faculty, and staff in support of the college's mission.

Creates, leads, and manages the Technical Services department including supervision, budgeting, reporting, planning, and development and implementation of policies and procedures.

Locates and selects library materials and/or vendor services which conform to collection development criteria utilizing vendor contacts and resources, or through Books-In-Print or other book review and/or evaluation tools, and in cooperation with other librarians and faculty. Seeks and fosters vendor relationships that are beneficial to RPCC and/or Library Services.

Acquires selected materials (including monographs, serials, videos, microforms, audio cassettes, and CD-ROMs, both current and retrospective) for use in the Library and/or Learning Lab as budget and funding considerations allow with priority given to faculty requests, and with the approval of the Library Services Director.

Maintains accurate and current records of acquisitions for accounting, collection development, and evaluation purposes.

Supervises the checking of incoming shipments of materials and serials in order to verify correct delivery of ordered items.

Uses copy-cataloging processes to import correct and accurate bibliographic records for materials acquired for use in the Library using OCLC resources and available LOUIS resources. Modifies imported bibliographic records as necessary. Creates a linked item record for each acquisition. Verifies that the correct item record, bibliographic record, and copy holdings information is in the RPCC OPAC.

Creates original cataloging records as necessary using LC classification, MARC, and AACR2 standards.

Assigns and manages item and resource locations in the RPCC online catalog and in the Library's physical arrangement of the materials.

Supervises the physical processing of acquisitions with property stamps, security strips, spine labels, barcodes, and a label with cost information.

Implements and maintains the RPCC online public access catalog using the Cataloging and Authorities module of SIRSI library management system in cooperation with the LOUIS consortium staff, including bibliographic records, copy holdings records, item records, and authorities controls.

Implements and maintains the Acquisitions and Serials module of SIRSI library management system in cooperation with the LOUIS consortium staff, including budgeting, encumbering, order records, and serials check-in.

Reviews and recommends Authority Review and Updating services outsourced through an Authorities Processing vendor.

Prepares and manages acquisitions and departmental budgets, as well as, completes management and statistical reports using Library and SIRSI reporting methods.

Mans the Library Circulation/Service desk on a rotating schedule, including weekends, and performs instructional duties as assigned.

Fosters, supports, and maintains a collaborative, professional, and team working environment with colleagues within the Library and with other college faculty, staff, and service units.

Actively serves as a participative leader for Library Services standing and ad-hoc committees, and represents the Library by serving on committees at the campus level and at the state, regional, and/or national level (LOUIS consortium, LALINC, LLA, Solinet, or ALA).

Participate in professional development activities when possible by maintaining membership in professional organizations and attending workshops, training sessions, and/or conferences at the local, regional, or national level.

Contacts local, regional, and national business and government sources to solicit free materials which may be of use to Library users and that may be incorporated into our vertical file. Create and maintain records for the materials in the vertical file for access purposes.

Keeps abreast of current trends in libraries and technology and makes recommendations for changes or updates that would benefit Technical Services and/or Library Services.

Assist the Library Director as necessary. Other duties as assigned.

Education and Experience:

Required: Master of Library Science degree from an American Library Association accredited program; at least two years of experience in an academic library; experience in computer applications, especially as they apply to libraries; experience with internet searching, teaching, and evaluation; proficiency in Microsoft Word and Excel.

Preferred: Experience in preparing for and creating documentation for a Southern Association of Colleges and Schools accreditation review; experience with SIRSI Unicorn Library Management System; experience troubleshooting PCs and software problems.

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