



Job Classification Description

TECHNICAL SERVICES LIBRARIAN VSC UP – SUP Bargaining Unit

**Grade 11
Exempt**

BASIC FUNCTION

To oversee and carry out the processing and cataloging of books and other library materials, to maintain the integrated library automated system, to oversee acquisitions and government documents and to explore and integrate other relevant library technology.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Manage library functions in the areas of cataloging, acquisitions and government documents and perform ongoing maintenance and development for the integrated library automated system.
- Establish and implement procedures to coordinate all functions of library technical services; maintain SCOLAR system following established network policies and procedures and related statistics.
- Apply the ANGLO-American Cataloging Rules 2, Revised and authority control to all bibliographic records. Enter information correctly in MARC format, including correcting or adapting them as needed. Keep abreast of revisions in rules and format to adhere to established standards.
- Catalog library materials, including books, records, tapes, slides, films, microfiche, and government documents: review computerized bibliographic records, making modifications as necessary for local library standards; perform original or adaptive cataloging as necessary where no information is available. Research and resolve various cataloging problems, referring difficult or unusual situations to a senior librarian.
- Supervise, oversee, train and plan the work of technical library staff as assigned.
- Confer regularly with library staff to plan, coordinate and evaluate services/projects/systems, exchange information, resolve problems, and the like.
- Perform, oversee or supervise other library projects, including: initiate and supervise the preparation of books and other materials for shelving and oversee and supervise and an annual inventory of holdings.
- Assist with other library and college operations, such as providing reference services, bibliographic instruction, covering circulation desk, and the like. Serve on a variety of committees to interact and communicate regarding
- relevant library, college and VSC matters.
- Keep abreast of technical and other developments and trends in the library field.
- Perform other related duties as assigned by the director.

SUPERVISION RECEIVED

General supervision is received from the Director of the Library.

SUPERVISION EXERCISED

Functional and partial administrative supervision of one to four employees and several student assistants.

MINIMUM QUALIFICATIONS

Masters degree in library science with a second masters degree preferred plus two to four years of relevant technical library training or experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong technical knowledge and skills related to cataloging in a college library; advanced bibliographic and cataloging training desirable.
- Good administrative, organizational and supervisory skills.
- Ability to communicate and deal effectively with a wide range of individuals within the college, the VSC and outside.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.