



Wilmette Public Library

**Wilmette Public Library  
Job Description**

<b>Position:</b>	<b>TECHNICAL SERVICES ASSISTANT MANAGER</b>
<b>Type:</b>	<b>Full-time</b>
<b>Classification:</b>	<b>Non-Exempt</b>
<b>Reports to:</b>	<b>Technical Services Manager</b>
<b>Pay Grade:</b>	<b>6</b>
<b>Updated:</b>	<b>9-23-2021</b>

**POSITION SUMMARY**

The Technical Services Assistant Manager is responsible for the following cataloging duties which include original cataloging, subject heading assignment, and maintenance of the Integrated Library System in accordance with the policies and procedures of Wilmette Public Library District. The Technical Services Assistant Manager provides support to the Technical Services Manager and to department staff, and is responsible for ensuring an efficient and effective workflow within the department. The Technical Services Assistant Manager also works one public reference desk shift per week in the Adult Services department.

**ESSENTIAL RESPONSIBILITIES**

- Serve as lead person in the department in the absence of, or as delegated by, the Manager.
- Perform cataloging and classification for print and non-print materials.
- Maintain and update cataloging records for currently held materials. Update bibliographic, item, and order records as needed.
- Perform bibliographic database maintenance, including authority control.
- Perform duties associated with the administration of the integrated library system (ILS), including but not limited to system maintenance, software upgrades, and referral and resolution of issues with ILS vendor.
- Prepare bibliographic and statistical reports from the ILS and distribute to those who request the information.
- Incorporate process improvements in cataloging and classification interpretations, rules, policies and procedures.
- Assist with database maintenance projects, including item record cleanup. Plan and manage reclassification projects as assigned.
- Select materials for the collections as assigned.

## **Technical Services Assistant Manager**

- Provide reference and readers advisory assistance to patrons in person, on the telephone, or electronically (via chat or e-mail) using print and digital resources.
- Instruct and assist patrons in the use of the library catalog, Express Checkout stations, databases, Internet, e-readers, tablets, and smartphones.
- Work collaboratively with employees in other departments.
- Work on special projects with Adult Services and Youth Services departments.
- Effectively convey library policies and procedures to the public and staff.
- Participate in department meetings, library meetings and serve on library committees as appropriate.
- Continue professional development by attending conferences, workshops, etc. in order to maintain current expertise in appropriate areas.
- Provide job training when requested by the Technical Services Manager as well as answer questions for department members and other library staff.
- Help to motivate the Technical Services staff and encourage them to work as a team.
- Manage workflow to expedite the movement of materials through the department, keeping in mind the amount of work each department member has to do. Communicate any workflow issues to the Technical Services Manager.
- Keep track of supplies used by the Technical Services department and submit supply requests to Administration.
- Keep current on department and library news and events by checking work email and staff intranet.
- Attend department, committee, library-wide, consortial, and related meetings.
- Performs other duties as assigned.

## **KNOWLEDGE / SKILLS / ABILITIES**

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- Knowledge of principles and practices of public library Technical Services operations.
- Knowledge of library resources, practices, policies, and procedures.
- Knowledge of descriptive and subject cataloging, authority control, and classification (including RDA, MARC, LCSH, LCGFT, and DDC).
- Ability to strive for a high level of quality service to patrons and staff.
- Ability to demonstrate leadership, organizational, project management, and supervisory skills.
- Ability to motivate staff, encourage growth, recognize skills, and foster improvement when needed.
- Ability to work independently as well as part of a collaborative team.
- Ability to communicate clearly and effectively in both written and oral communications.
- Ability to problem-solve, identify and resolve issues in a timely fashion, and collect and analyze information for evidence-based decisions.
- Ability to demonstrate proficient and efficient use of the Library's integrated library system (ILS) including creating and running reports.
- Ability to successfully accomplish original cataloging utilizing OCLC's Connexion product.
- Ability to use Microsoft Suite products (i.e. Outlook, Excel, Word, Teams, etc.)
- Ability to be flexible, adaptable, and willing to learn.

## Technical Services Assistant Manager

### QUALIFICATIONS

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- Master's degree in Library Science from an ALA-accredited institution.
- Three to five years of progressively responsible cataloging experience in a public library in a variety of formats is required.
- Previous management or supervisory experience is preferred.
- Experience with the Polaris integrated library system is preferred.

### **Physical Requirements:** (Requests for reasonable accommodations to these requirements may be considered)

- Ability to read, write, and communicate fluently in English.
- Occasionally required to bend, stoop, kneel and crouch.
- Physical ability to sit and/or stand for extended periods of time.
- Ability to walk from one area of the Library to another.
- Physical dexterity to reach shelves of various heights.
- Ability to lift and carry items up to 20 pounds.
- Ability to push items of 50 pounds or higher while utilizing a cart.
- Ability for perform repetitive hand motions for extended periods of time.
- Visual acuity sufficient to read various font sizes.

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### ACKNOWLEDGEMENT

I understand this job description and its requirements and responsibilities required to fulfill the position. I also understand that the job functions may change as needs evolve.

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Employee's Signature

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Date