Cataloger Technical Services Supervisor

Loveland Public Library
300 N. Adams Ave, Loveland, CO

Salary: $20.44 - $29.66 Hourly

Status: Full-time

Deadline: 8/11/17 at 4:30 PM Mountain Time (US & Canada)

Position:
Cataloger Technical Services Supervisor

Position Description:
Performs mid-level professional duties under the general direction of the Technology and Innovation Manager. Supervises Technical Services.

Position Responsibilities:
Primary responsibilities are to catalog new books and/or media (CDs, DVDs, eBooks, etc.) and to supervise 2 FTE Technical Services staff. Cataloging is performed using an Internet-based cataloging utility, the library computer software, and a PC, as well as Dewey Decimal System classification schedules, AACR II, RDA and MARC manuals. Maintains integrity of bibliographic database and improves quality of the records in the catalog to ensure that accurate information is displayed to the public. Works on cross references and authority control as needed. Attends professional meetings and training opportunities, as appropriate, and shares information with supervisor and library staff. Provides written monthly personal production report to supervisor. Manages division budget. Orders division supplies. Assists in training new staff and volunteers. Instructs library staff on cataloging standards and procedures. Attends monthly Flatirons Library Consortium (FLC) meetings and complies with all FLC cataloging rules. Provides excellent customer serve and high-quality work. Works with library management team to develop and manage the library's materials budget. Uses community input and utilization trends to analyze collection trends. Uses data analysis tools for decision-making.

Required Qualifications:
Bachelor's degree required Two (2) years Librarian I level experience in technical services area in an automated library required. Master's degree in librarianship may substitute for experience.
Preferred Qualifications:
Master's degree in Librarianship preferred. Two (2) years of supervisory experience preferred.

Closing Date: 8/11/17