Technical Services and Statistics Coordinator
Chattahoochee Valley Libraries
Columbus, Georgia, 31909, United States

Salary: $59,899.00 - $89,851.00 (Yearly Salary)

Status: Full-time

Posted: 08/04/17

Deadline: Not stated

Position:
Technical Services and Statistics Coordinator

Position Description:
The Chattahoochee Valley Libraries seeks qualified applicants for Technical and Statistical Coordinator. This professional leads the Technical Services Department, focusing on exceptional internal and external customer service, process improvement, and a wide range of statistical controls designed to help CVL make more data-based decisions.

Position Responsibilities:
The Technical and Statistical Coordinator, reports to the Library Director, and oversees the following functions: acquisitions, cataloging, materials flow, integrated library system, and is the point person for CVL’s statistical management.

Required Qualifications:
The successful candidate will have exceptionally strong skills in: leadership, communication, organization, public library trends, and statistical analysis. BA/BS/Undergraduate. Min Experience:5-7 Years

Preferred Qualifications:
Masters of Library Science from an A.L.A. accredited program preferred or equivalent relevant experience; five years of public library service experience preferred, at least two of which includes leadership roles; experience in statistical analysis or Six Sigma.

Closing Date: Not stated

Special Instructions to Applicants:
Contact: Melissa Mollett