

James V. Brown Library Position Description

The James V. Brown Library is the place to go to Learn, Connect, and Grow

Job Title: Collections and Technical Services Director	Department: Collections and Technical Services
Classification: Administrator II	Reports To: Chief Executive Officer & Director
FLSA Status: Exempt	Date Approved: July 1, 2024

This position description is unique to your job title. There are requirements of being an employee of the James V Brown Library that apply to every staff member. You are expected to treat everyone, be it co-workers or patrons, with respect. You are always a representative of the Library and as such be an advocate of the Library. The Library will continue to change, grow, and evolve; be onboard. Be a good communicator and share ideas and concerns with your supervisor, coworkers, and staff. Always look for solutions.

This position description is not meant to be all-inclusive. There may be other duties assigned that fit within the overall responsibilities of each individual's job.

Summary: The Collections and Technical Services Director is responsible for implementing the best in public library services for the James V. Brown (JVB) Library. This position supervises, coordinates, and administers Collections and Technical Services to ensure continuity in a broad range of public library functions and operations. This position also serves as the ILS Administrator of the Lycoming County Library System (LCLS) under the direction of the System Administrator and as a resource for the North Central Library District (NCLD).

Leadership Responsibilities: The position requires a commitment to service excellence, the ability to see the big picture of the library, the ability to work well with others in a team, the ability to provide leadership and plan, prioritize, and focus on what is critical, a commitment to lifelong learning, recognition of the value of professional networking, and the ability to remain flexible and positive in a time of continuing change.

Supervises: Technical and Digital Services Librarian, Technical Services Assistants (two)

Committee Responsibilities: N/A

Essential Duties and Responsibilities: The following list represents the typical duties and responsibilities performed. The employee's actual duties and responsibilities may vary slightly depending on department needs and individual assignments.

- Overall responsible for the collection development of the Library.
 - Responsible for supervising selection of the adult collection at the Library and in the outreach vehicles in all formats, including ensuring our collection is up to date, materials of interest and needs of our community are met and maintained, materials are weeded on a regular basis, and the Library and outreach vehicles have a collection that is relevant.
 - Responsible for developing and maintaining the periodicals collection and special collections.
 - Oversees the organization and successful maintenance of the youth collection selected by the Youth Services and Programming Director.
 - Oversees the organization and successful maintenance of the outreach collection.
 - Oversees the successful organization and maintenance of the e-book, e-audio, and multi-media collection selected by the Technical and Digital Services Librarian.
- Oversees cataloging and processing.
 - Loads records provided by LCLS member libraries and their vendors.
 - Provides limited original cataloging for LCLS member libraries.
 - Performs or oversees cataloging for JVB, LCLS and NCLD.
 - Performs or oversees resolution of "problem items" for Public Services.
- Provides website support for JVB, LCLS and NCLD.
- Works with other members of the Administrative team to play a leadership role in various projects with the goal of enhancing the patron experience.
 - Assists in preparation of RFP's when necessary, research pricing alternatives.
 - Serves as a liaison between the library, member librarians and vendors.
- Serves as a Collections and Technical Services resource for the Lycoming County Library System.
 - Promotes cooperation between members of the library system.

- Promotes resource sharing between members of the library system.
- Serves as the contact person for Integrated Library System from a collections and technical services standpoint.
- Attends system director's meetings when needed.

Education Required: Master's Degree in Library Science from an American Library Association school.

Experience and Qualifications: Experience with successful online searching, customer service, and advanced problem-solving skills is required. Five years of previous Library experience is preferred; at least three years is required.

Working Conditions and Physical Demands:

The physical demands described below are representative of those that must be met to successfully perform this position's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties and responsibilities of this position, the employee is regularly required to speak and hear at a conversational level, use hands to handle objects, stand or sit for long periods of time, lift and/or move up to 10 pounds, reach, stoop, kneel, or crouch, and traverse stairs. The employee is frequently required to lift and/or move up to 25 pounds, and traverse the 58,000 square foot library building, including moving between floors and areas with stairs. Occasionally, the employee is required to lift and/or move up to 50 pounds.

This position requires the occasional use of a personal vehicle and a valid driver's license.