**Technical Services Coordinator**

**Almont District Library**

**Position Summary:**

Under the direction of the Library Director, the Technical Services Coordinator is responsible for receiving, cataloging and preparing all formats of materials to be added to the library’s collection, oversees the maintenance and daily operation of the library’s automation system and circulation department, and maintains a professional web presence for the library. Assist in troubleshooting computer software, hardware or networking issues. Supervises assigned support staff.

**Essential Functions:**

1. Unpacks shipments of new library materials and reconciles packing slips/invoices.
2. Catalogs material and maintains automation system database by updating/editing item records as needed.
3. Assist with weeding collections and deleting item records.
4. Oversees Circulation Department operation.
5. Maintains an awareness of developments in library automation, attend training seminars and/or meetings to stay abreast to new technologies.
6. Oversees collection development; collaborates with Adult Services Coordinator and Youth Services Coordinator to determine collection needs and reports findings to the Director.
7. Assist patrons with in-house networking issues such as, online catalog and Overdrive.
8. Assists with troubleshooting computer hardware, software or networking issues and reports problems or issues to Internet Technician.
9. Assists the Director with planning and budgeting as it relates to new technologies.
10. Trains and supervises library staff on tasks related to Technical Services and Circulation procedures.
11. Assists in the design and preparation process of promotional handouts, mailers, booklets, signs, forms and other materials.
12. Maintains and updates the library’s preexisting website.
13. Assists at the Circulation Desk periodically when needed.
14. Trains and supervises Library Pages.
15. Enforces library policies using a polite and professional manner.
16. Other duties as assigned.

**Employment Qualifications:**

Education: Associate’s Degree or an equivalent combination of education and experience in library operations.

Experience: Proficient in the MacOS and Windows environment and applications, including Microsoft Office suite.

Requirements:

* Ability to work independently
* Ability to coordinate own work with the work of others and prioritize duties according to time requirements and workflow.
* Punctuality and dependability.
* Efficient and accurate keyboarding with a keen attention to detail.
* Ability to attend Beginner’s Library Workshop and obtain a Certificate of Library Experience from the Library of Michigan within 1 year of hire.

Preferred Requirements:

* Prior experience in a public library.
* Prior experience in cataloging with familiarity with MARC records.
* Prior experience with Sirsi Dynix.

Physical Requirements:

* Stooping, bending and kneeling to package and unpack books and materials.
* Ability to stand for long periods of time to assist patrons.
* Ability to reach to retrieve books and other materials from shelves.
* Ability to lift and carry books and other materials weighing up to 25lbs, and push carts.
* Ability to sit for long periods of time.
* Manual dexterity and visual acuity sufficient to grab, hold, and shelve materials and read small print on labels.

Salary: $14.00 - $15.00 per hour

Hours: 25 – 30 hours per week, including some evenings & Saturdays.

Apply to: Almont District Library

Attn: Kay Hurd, Director

P.O. Box 517

Almont, MI. 48003

khurd@adlmi.org

*The Almont District Library is an equal opportunity employer. All employment is decided based on qualifications and business needs. Reasonable accommodations may be made for individuals with disabilities to perform essential functions.*

*The qualifications listed above are intended to present the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description, and should only be viewed as general guidelines.*

*The job description is not a contract between the library and employee, and is not an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.*