



KITCHIGAMI REGIONAL LIBRARY SYSTEM JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Technical Services Manager	Department: Administration
Immediate Supervisor's Position Title: Regional Director	FLSA Status: Exempt
Job Summary: Under the direction of the Regional Director, the Technical Services Manager is responsible for overseeing, supervising, planning and coordinating the personnel and operations of the regional Library and its technical functions including acquisitions, cataloging, processing, interlibrary loan and delivery services, the integrated library system and electronic services. Duties also include training branch personnel regarding technical service systems and procedures. Essential duties outlined below are intended as “representative” examples of the level, nature and decision-making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none">• Plans, organizes and maintains the Integrated Library System (ILS) for the Regional Library System.<ul style="list-style-type: none">a) Provides support to all users and staff in the region, as necessary.b) Provides training to all regional personnel in the use and operation of the ILS system.c) Maintains and updates technical procedure manuals for the regional staff including ILS instruction and electronic resources, ILL and delivery.d) Collaborates and works closely with system vendor/provider in maintaining the system, addressing issues with the system or system upgrades.e) Compiles system statistics and reports, as necessary, or requested.• Manages electronic resources for the Library System. Works with vendor and state-wide services in maintaining, upgrading, or addressing issues/changes in databases and other electronic services. Handles substitution fees, upgrades, and changes to purchased databases and electronic resources.• Manages and oversees the collection development and purchasing of eBooks, eAudiobooks and the rotation of the collection. Keeps informed of changing trends in the purchasing industry and its different formats.• Develops and monitors the Region's website utilizing web software. Works closely with branch libraries in updating sites and their functionality.• Directs, supervises and oversees the staff involved in acquisitions, ILL and delivery staff. Monitors work, provides guidance, scheduling, and training.• Performs other duties of a comparable level or type, as required. Assists the Director, as needed, with special projects.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<p>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</p>		
<p>Minimum Education & Work Experience Requirements: Requires a minimum of a Master’s Degree in Library Science and/or Information Science and 1-3 years of relevant experience.</p>		
<p>LICENSE/ CERTIFICATION</p>	<p>Identify licenses/certification required: MN Driver’s License or evidence of equivalent mobility.</p>	
<p>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</p>		
	<p>Titles of Positions Directly Supervised</p>	<p># of Employees</p>
1	Acquisitions Assistant	1
2	Processing Assistant	1
3	Delivery Drivers	3
4	Interlibrary Loan Assistant	1
5	Delivery Clerk	1
TOTAL		7 FTE’s
<p>INDIRECT SUPERVISION:</p>		
<p>Number of employees indirectly supervised:</p>		<p>Total:</p>
<p>ESSENTIAL KNOWLEDGE REQUIRED TO PERFORM THE WORK</p>	<p>Knowledge of:</p> <ul style="list-style-type: none"> • Regional Library operations, practices, procedures and services. • Management and supervisory fundamentals and principles. • Operation, use and maintenance procedures associated with maintaining the Integrated Library System, basic cataloging practices and acquisitions. • Office equipment and typical business productivity software (i.e. word processing, email, internet browsers, spreadsheet applications, etc.). • Social media and website development and maintenance processes, tools and procedures. • Library databases, electronic resources, their functioning, and technology applications 	
<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>	<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communication. • Adapting new technologies to the needs to the Regional Library. • Assessing training needs, developing training materials and resources, conducting training of staff. • Supervising, scheduling, monitoring, and planning the activities of assigned personnel. • Maintaining and upgrading ILS procedures and electronic resources. • Generating statistical reports and maintenance of system databases. • Overseeing and managing approved budgets and assigned collection development functions. • Collaborating with member libraries, staff and outside agencies in addressing technical service issues, needs and concerns. 	

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>This is an administrative position performing job duties and assignments in a typical office environment where there is a minimum of environmental hazards and risks associated with performance of the work.</p>
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SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature **Date**

Classification History:

Prepared by BCC 8/2019