Sul Ross State University
Position Description

Official Title: Director of Library Technical Services   **Salary Group**: 7 ($51,341.75) **Job Code:**
1234

General Statement
Responsible for all functions and activities of Library Technical Services, including planning and directing
daily functions of the technical services activities of the library including acquisitions, serials, cataloging,
claiming, and binding; hiring, training and supervising technical services employees.

Duties and Responsibilities
- Oversee the expenditure of library materials budget
- Cooperate as a team member in developing a strong library collection in collaboration with faculty and
  Collection Development Librarian
- Original cataloging for the Library & the Archives
- Catalogs serials in print and electronic formats

- Assist with large donations and withdrawal projects
- Upload Film on Demand records & theses into catalog
- Troubleshoot & maintain records/links in SIRSI
- Perform Duplicate Exchange Union procedures as needed

- Oversee financial and statistical reports
- Participate in reference desk coverage, including nights and weekends
- Serves on University and Library committees.
- Responsible for personal safety and the safety of others; must exercise due caution and practice safe
  work habits at all times.
- Performs other reasonable duties as required

Minimum Qualifications & Requirements
Knowledge/Skills/Ability
- Strong knowledge of personal computers including PC and Mac
- Ability to troubleshoot hardware and software problems
- Knowledge of the internet, Microsoft Office, Windows
- Working knowledge of acquisitions, serials and/or cataloging in an automated environment
- Working knowledge of AARC2, MARC formats, LCSH, DDC and a bibliographic utility
- Good communication skills
- Ability to work independently and as a team

Supervision
- Received: Reports to the Dean of the Library
- Given: Directly supervises other Technical Services staff, including Collection Development Librarian and
  Systems and Discovery Services Librarian and paraprofessionals, indirectly supervises student assistant
  positions.

Education
- Required: Master's degree from an ALA accredited library or information science program
- Preferred: Additional advanced degree in a subject area

Experience
- Required: Five years of professional library experience with at least two year supervisory experience in an
  automated Technical Service department; extensive experience in integrated library automated systems;
  demonstrated ability to work in a team environment; strong analytical, communication, and interpersonal
  skills.

- Preferred: Experience showing progressive administrative responsibilities in an academic environment; one year reference duties in an academic library; reading knowledge of Spanish. Experience in OCLC and SIRSI.

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