City of Stoughton ~ Stoughton Public Library

Position Description

Name: Department: Library

Position Title: Technical Services Supervisor Pay Grade: LA III FLSA: N

Date: June 2015 Reports to: Library Director

 Purpose of Position

The purpose of this position is to coordinate and supervise technical services operations and staff, and to serve as the Library’s in-house technology specialist.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all‑inclusive. Other duties may be required and assigned.

* Plan and organize technical services workflow and work areas. Order and receive new materials, catalog and process all materials. Document all technical services procedures. Maintain inventory for all library supplies and order as needed.
* Work any public service desks as assigned to provide assistance to library users in locating, using, or borrowing library materials. Assist and train library users with use of technology.
* Train, assign tasks to, supervise, and evaluate technical services staff. Schedule and supervise and Library shelvers.
* Serve as Volunteer Coordinator. Recruit, interview, train, assign tasks to, supervise, and evaluate volunteers.
* Organize and maintain Technical Services work area, computer files, paper work, and equipment.
* Help maintain and support library online presence .
* Monitor and research technology developments as they relate to future library technical services and technology.
* Provides hardware and software troubleshooting for Library staff and patrons. Serve as the Library’s in-house technology specialist.
* Serve as Library liaison with public schools’ technology staff to maintain public school computers.
* Serve as a member of the Library management team.

Training and Experience Required to Perform Essential Job Functions

* Post-secondary degree
* Two years of library experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities
* Computer skills: proficiency with Microsoft Office programs and social media; knowledge of basic computer troubleshooting
* Website maintenance experience desirable
* Supervisory experience desirable
* Familiarity with library technical services, cataloging, MARC records desirable.

Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

* Ability to operate and troubleshoot a variety of office and library equipment including personal computers, photocopier, telephone, fax machine, a variety of printers and other office machines, video and audio equipment, and microfilm reader
* Ability to work 40 hours per week with a flexible schedule, including nights and weekends
* Ability to lift and place boxes and other objects with average weights of 25 pounds onto carts and shelves; some objects may weigh up to 40 pounds
* Ability to push book carts that may weigh up to 80 pounds
* Ability to stand, stoop, kneel, crouch, climb, and balance in order to perform a variety of job functions while working up to an 8 hour shift

Supervisory Skills

* Ability to schedule, train, supervise, direct, and evaluate the work of the library staff, interns, and volunteers

Mathematical Ability

* Ability to add, subtract, multiply, and divide.
* Ability to calculate percentages, and fractions; ability to create and interpret basic statistical reports

Language Ability and Interpersonal Communication

* Ability to comprehend and interpret a variety of documents including computer manuals, library catalogs and reference materials, etc…
* Ability to counsel, mediate and/or provide first line supervision; ability to persuade, convince, and train others
* Ability to prepare a variety of documents including statistical reports and procedure manuals using prescribed format and conforming to rules of punctuation, grammar, diction, and style
* Ability to record and deliver information, explain procedures, and follow instructions
* Ability to use and interpret library automation terminology
* Ability to communicate effectively with Library Director, library users, volunteers, library and City staff, representatives of other libraries, and the general public verbally and in writing
* Ability to manage and work with others in a team-oriented environment

Judgment and Situational Reasoning Ability

* Ability to interpret written and oral instructions
* Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives

Environmental Adaptability

* Ability to work effectively in a typical library environment.
* Ability to work flexible hours, including evening and weekend hours.

**This position has a one year probationary period.**
The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have reviewed and received a copy of this job description.

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Employee’s Signature Supervisor’s Signature

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Date