

WESTMONT COLLEGE

Technical Services Librarian

Library and Information Services

Position Summary: The Technical Services Librarian is responsible for the vision, execution, and evaluation of all areas in the Technical Services Department including managing the areas of acquisitions, cataloging, and processing. This position also serves as a liaison to assigned academic and co-curricular departments and provides subject specific instruction, collection development, and research services to meet the needs of students, staff and faculty.

Qualifications: Requirements include: ALA accredited Master's degree in Library Science (or equivalent); personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; ability to hire and supervise student assistants; knowledge of current cataloging standards and procedures; understanding of database management software; knowledge of trends and emerging technologies in Technical Services; must be available to work evening and weekend hours as required; ability to lift 25 pounds; strong communication and interpersonal skills; proven problem solving skills; ability to work effectively in a collaborative team environment; should be self-directed, well organized, and able to meet deadlines.

Essential Duties:

Technical Services and Collection Management

- Plans, develops and implements policies and procedures for the efficient operation of Technical Services and collection development services in the Library.
- Ensures the Library collections and collection policies are current and support the College curriculum, in keeping with the Library's and College's strategic plans.
- Oversees and manages the Technical Services Department including: acquisitions, cataloging, and processing.
- Prepares the budget for College departmental allocations and oversees the expenditures.
- Provides leadership and technical expertise in the investigation and application of new methods for the organization of information resources. As appropriate, works creatively with others in the Library to integrate new technologies, systems, and practices in order to provide better service.
- Performs timely and accurate original and copy cataloging for materials in all formats ensuring they conform to national and local standards and practices.
- Applies database maintenance procedures including authority control maintenance and resolving bibliographic errors and problems.
- Maintains statistics for assessment purposes.
- Assists and provides advice and guidance to the College Archivist in organizing and cataloging archival materials.
- Oversees the hiring, training, and supervision of student employees in Technical Services.

Liaison Responsibilities

- Serves as a member of the liaison team to provide subject specific instruction, collection development, and research services to meet the needs of students, staff and faculty in assigned academic and co-curricular departments.
- Promotes Library resources and services to assigned academic and co-curricular departments.
- Serves as collection development coordinator for assigned liaison areas.
- Provides instruction and research consultations for students, staff and faculty in liaison departments.
- Develops print and online research guides for assigned academic and co-curricular departments.
- Provides course-integrated information literacy instruction.
- Provides virtual and face-to-face research assistance and at the Learning Commons research help desk as assigned.
- Serves on Library, College or professional organization committees.
- Attends workshops, continuing education programs, library conferences and other professional training opportunities.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned.

Reports to: Director of Library and Information Services

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