



WESTCHESTER PUBLIC LIBRARY

Westchester Public Library is seeking a full-time professional Technical Services Manager.

Primary Responsibilities:

- Participates in the selection of Technical Services staff along with the Executive Director; assigns tasks, prepares work schedules, supervises, trains, and evaluates staff and volunteers within their department.
- Orders and receives technical services supplies.
- Orders library materials (after selectors choose materials) and tracks material expenditures.
- Maintains templates within the ILS.
- Works with vendors/suppliers, ensuring funds and accounts are processed according to Westchester Public Library policies and procedures.
- Establishes, maintains, and ensures the use of Cataloging Policies and Procedures in order to coordinate technical services operations with the library's branches, providing uniform quality of services, material organization and access throughout the Westchester Public Library system.
- Recommends the adoption of bibliographic maintenance standards, policies, and authorities in an automated environment, developing procedures for acquiring, cataloging, and processing all library materials.
- Performs regular system maintenance on all records in Westchester Public Library's ILS (bibliographical, item, authority and patron).
- Ensures digital content is properly integrated into the ILS and access is provided in the OPAC.
- Demonstrates excellent internal and external customer service skills.
- Compiles statistics and prepares reports.
- Follows Library policies and procedures.
- Reports personnel, building maintenance, and security or other issues to the Executive Director.
- Seeks out and attends professional development and continuing education opportunities.
- Participates in committees and special initiatives.
- Other duties as needed or assigned.

Must be proficient in contemporary bibliographic-maintenance standards and practice, including the Resource Description and Access (RDA), MARC records, Dewey Decimal Classification (DDC), Library of Congress Subject Headings (LCSH), and library automation.

Must have strong organizational skills and strong verbal and written communication skills.

Must have integrity, be open to ideas, and be inclusive of diversity. Sense of humor a plus.

Requirements:

- Master of Library Science degree from ALA-accredited school.
- Relevant public library experience preferred.
- Ability to achieve Indiana Library Certification 3 within six months.

Working Conditions:

- Normal library/office indoor working conditions; mild exposure to office/maintenance chemicals (cleaning solutions, glue, paint, and similar).
- Noise level is typically low to moderate.

Physical Demands:

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position; reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- Both move about and sit for long periods of time.
- Manipulate books and other materials, paper, computers and other technology.
- Speak, listen, and communicate clearly with others.
- See and read; appropriately distinguish words, letters, and numbers.
- Frequent reaching with hands and arms.
- Infrequent climbing, balancing, stooping, kneeling, crouching, or crawling.
- Frequent moving or lifting of up to 30 lbs.
- Frequent pushing of book carts weighing up to 75 lbs.
- Occasional travel and carrying materials to and from various locations.
- Occasional exposure to outside elements of heat, cold, rain, snow, or ice when traveling.

Salary is \$45,000 plus excellent benefits:

We offer health insurance coverage to full-time employees and pay the monthly health insurance premium (both employee and employer portions), and we make a generous annual contribution to Health Savings Accounts for covered employees.

We pay the maximum contributions (both employee and employer portions) to the Indiana Public Employee Retirement Fund for full-time employees.

We pay the premiums for life insurance coverage for full-time employees.

We offer all employees the option to participate in Hoosier S.T.A.R.T., Indiana's statewide retirement savings plan providing high quality, reduced-cost retirement savings plans and educational opportunities to state employees.

We offer accrual for 20 vacation days annually for full-time professional staff, in addition to sick leave accrual and 12 holidays.

Westchester Public Library operates two circulating libraries, a service center, and the Westchester Township History Museum in a merged town-township district located on the

southern shore of Lake Michigan, four miles from Indiana Dunes National Park and forty-six miles from Chicago, and serves the towns of Chesterton, Porter, Burns Harbor, and Dune Acres.

To apply, email PDFs of the following:

- Cover letter explaining your qualifications for and interest in the role.
- Current resume.
- Three professional references, to include one former or current supervisor.

Email to: heather@wpl.lib.in.us

Position open until filled.