

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Technical Services Supervisor

Position No: SC-AA-LI-05

Preparation Date: September 5, 2015

Function of Position:

Supervises technical services operations, including acquisitions, cataloging, material processing, donations, and serials.

Principle duties and responsibilities:

1. Oversees technical services.
 - a. Orders and ensures timely receipt of materials and proper invoicing.
 - b. Maintains and monitors acquisition funds and files.
 - c. Oversees cataloging operations, including copy cataloging new materials and editing records to meet local standards. Coordinates original cataloging with outside vendor.
 - d. Supervises material processing and maintenance.
 - e. Creates and maintains efficient and appropriate technical services workflows, policies, and procedures.
 - f. Clearly communicates relevant technical series information and updates to library staff.
 - g. Deaccessions materials according to library policy.
 - h. Hires, trains, schedules, evaluates, and supervises technical services student employees.
2. Facilitates the management of all donated items, including receipt, acknowledgement, and sorting of materials.
3. Oversees course reserve services.
4. Completes check requests and maintains appropriate records.
5. Coordinates and places library supply and orders.
6. Additional duties.
 - a. Assists with library operations as requested during peak activity or staff shortages.
 - b. Serves as backup for interlibrary loan.
 - c. Participates in trainings and professional development opportunities as appropriate for position.
 - d. Works weekend and evening shifts on a rotating or as needed basis.
 - e. Other duties as assigned.

Supervision:

While under the direct supervision of the College Librarian, the employee works independently, following defined objectives and procedures for best practices in library service.

Minimum Qualifications:

Bachelor's Degree or significant work experience in a library, office, or educational environment; strong written, verbal, interpersonal, and time-management skills. Ability to work collaboratively and maintain productive working relationships with faculty, staff, and students. Willing and able to learn library specific software. Advanced skills in the use of Microsoft Office applications, and the ability to quickly learn new technologies and software. Able to lift, shelve, and retrieve library materials and push loaded book carts.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.