



Salem Free Public Library

Technical Manager Job Description

GENERAL STATEMENT OF DUTIES:

- Works under the direction of the Head Librarian
- Responsible for the daily operation of the Library's online cataloging system and has authority under Head Librarian's guidance on automation issues
- Performs trouble shooting and appropriate system maintenance
- Cataloguer and processor of library materials
- Acts as technical liaison and coordinator with circulation system provider on technical services matters
- Represents the library on regional and technical committees under the direction of the Head Librarian
- Attends professional and community meetings, workshops, and conferences as assigned
- Duties may include materials selection, training of staff, and work on circulation desk as needed
- Communicates regularly with the Head Librarian on all library-related concerns
- Advises when repairs and maintenance are needed and schedules maintenance work under the guidance of the Head Librarian
- Performs other duties as assigned by the Head Librarian

▪ **QUALIFICATIONS:**

- High school graduate
- Library Technical Assistant (LTA) certification and three years experience library cataloging required
- Knowledge and experience in the cataloging of materials
- Knowledge of general library procedures, policies and administrative practices
- Ability to write reports, keep accurate records
- Ability to make decisions of other than a routine nature in an environment of limited resources and competing claims
- Excellent customer service and communication skills
- Strong computer skills