



## Salt Lake County Job Description

### Assistant Technical Services Manager

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**DEPARTMENT:** Human Services

**DIVISION:** Library Services/2500

**JOB CODE:** 117 **GRADE:** 15

**FLSA STATUS:** Exempt

**SAFETY SENSITIVE:** No

**EFFECTIVE DATE:** 12/26/2012

#### **JOB SUMMARY**

Manages the cataloging and classification operations of the Library Technical Services Department and support for the online library catalog. Provides overall management assistance for the department.

#### **MINIMUM QUALIFICATIONS**

Masters of Library Science, Masters of Information Science, or other directly related degree and two (2) years professional librarian experience of which one (1) year must have been in a supervisory or administrative capacity OR an equivalent combination of related education and professional librarian experience. Education may not be substituted for the required supervisory or administrative experience.

Must successfully pass a background check.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Provides support and direction to the cataloging team and oversees day-to-day operations. Develops and implements policies and procedures related to cataloging and classification operations.
- Manages catalog maintenance functions to maintain the integrity of the online catalog. Monitors national cataloging standards and recommends adaptations and implementations to meet local needs.
- Serves as a resource to staff in solving problems with the online catalog and issues related to upgrades.
- Assists manager in setting direction and priorities for the Technical Services Department, and provides overall management assistance.
- Works with manager and supervisors to assess, plan, and coordinate work flow and processes and resolve operational problems.
- Supervises assigned staff which includes hiring, promoting, orienting, training, assigning and reviewing work performance, annual performance appraisal, and discipline.
- Compiles, analyzes and reports statistics.
- Participates in management meetings, training workshops, and library professional organizations.

#### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

**Knowledge of:**

- General philosophy, principles and techniques of librarianship
- Current trends and new developments in technical services
- Library automated systems and electronic resources
- Library cataloging and classification rules
- Supervision principles
- Project management methods and techniques

**Skills and Abilities to:**

- Use/operate computers, computer software and modern office equipment related to job specific duties.
- Plan, organize, and prioritize work assignments while meeting deadlines
- Deal tactfully and courteously with the public and co-workers
- Work in collaboration with others and independently
- Communicate effectively, both orally and in writing
- Concentrate and accomplish detail-oriented tasks
- Resolve problems and make sound judgments
- Supervise, lead and mentor staff

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Indoor office environment.

Requires ability to stand, walk and sit to use a computer workstation for extended periods of time, occasionally push/pull a loaded shelving cart weighing up to 150 pounds and occasionally lift up to 30 pounds.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Due to the nature of this position, the successful applicant is subject to a background check.

Revised Date/Consultant's Initials: 12/26/2012 MP