



Peabody Institute Library

82 Main Street

PEABODY, MASSACHUSETTS 01960-5592
Education • Information • Recreation
978-531-0100



December 14, 2020

To: Library Staff / Human Resources Department
From: Cate Merlin

Re: Job Posting – Technical Services Librarian – full time/ 35 hours a week

In accordance with article VI, paragraph A of the Agreement between the City of Peabody and the American Federation of Teachers, Local 1289, the position of **Technical Services Librarian** is posted until the close of business on **Monday, December 21, 2020**. All applications shall be submitted in accordance with paragraph B, Article VI.

Grade: **Librarian**

Hours: 35 hours per week

Description attached.

cc: Main Library
West Branch
South Branch
Human Resources Dept., City Hall
File

LIBRARIAN - TECHNICAL SERVICES

RESPONSIBILITIES: Reports to the Senior Technology Coordinator. Responsible for the cataloging and classification of the library's collections in accordance with local and network policies and practices; processing materials and maintaining records. Works under the direction of appropriate senior librarians to: develop goals, policies and workflows for the Technical Services Department; provides supervision and training to relevant staff; coordinates appropriate activities, network and local policies and procedures with library purchasing cooperatives, vendors and other library departments including branch libraries; attends and represents the library at professional workshops; provides customer service at the public service desks. Performs other similar duties pertaining to the functions and goals of the Technical Services Department. Specific duties may include the following:

Technical Services Responsibilities

- Create and maintain catalog records and classification systems for library materials including oversight of automated materials acquisitions with ILS software
- Coordinate and perform physical materials processing
- Process invoices for library purchases and perform fiscal management functions in ILS software

Collection Management

- Perform collection development and management duties as assigned by Senior Librarians, Director or Assistant Director
- Maintain appropriate fiscal information in areas of collection responsibility
- Track circulation and readers' trends, prepare reports relevant to collections, coordinate weeding projects

Public Service Responsibilities

- Provide circulation, reference and readers' advisory services to patrons at public desks
- Answer reference inquiries
- Assist patrons with library technology; troubleshoot hardware, software/network problems

Training

- Train staff throughout library system in accurate ILS software acquisitions and technical services practices and procedures in accordance with network and local policy
- Participate in training public service staff to perform circulation, reference, and readers' advisory functions

QUALIFICATIONS: This position requires a bachelor's degree. Candidates who are currently enrolled in such a program, who have demonstrated progress toward a degree, may be considered. A successful candidate will have relevant Technical Services experience that includes outstanding technology competencies with ILS software, organization and public service skills. Schedule averages 35 hours/week including one evening per week and alternating weekend hours.

ANNUAL SALARY RANGE: \$50,333.02 - \$52,371.60

Please send resume and letter of application to:

Cate Merlin, Director
Peabody Institute Library
82 Main Street
Peabody, MA 01960
merlin@noblenet.org