

PIEDMONT REGIONAL LIBRARY SYSTEM

POSITION TITLE: Technical Services Coordinator

HOURS & SCHEDULE: 40 hours per week, full-time, Monday-Friday

JOB SUMMARY:

The Technical Services Coordinator is a full-time position with major responsibility in cataloging. The employee catalogs and/or oversees cataloging of materials accessioned into the regional system libraries' collections, applying PINES policies and procedures. This employee participates in setting service levels and in determining goals and objectives for future development of the library system.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Coordinates the cataloging of materials accessioned into the various library collections
- Catalogs materials in a variety of formats into PINES
- Performs original cataloging of materials as needed and submits entries to PINES
- Knows and applies PINES policies and regulations in all areas of responsibilities, attends PINES training and other PINES meetings for information updates
- Coordinates the processing and marking of all materials
- Acts as liaison between book vendors and PRLS concerning pre-processing of materials
- Other duties as assigned

QUALIFICATIONS:

- Trained in the basics of RDA and AACR 2 cataloging formats
- Knowledge of professional practices, theories, and policies in cataloging, processing, and circulation with ability to apply practices specifically in the Georgia PINES system.
- Strong commitment to the mission of public library service and organization of materials for access
- Ability to train and/or supervise other employees in methods & procedures for cataloging & processing.
- Ability to meet the schedule and responsibilities of the job.
- Prior library experience required.

TRAINING, SUPERVISION, AND EVALUATION:

The Technical Services Coordinator is supervised and evaluated by the Regional Library Director. Training is both formal and informal, including workshops presented by the state library. This position supervises the Technical Services Assistant if needed. In all duties this employee is guided by policies formulated by the Piedmont Regional Library Board & affiliated boards.