



**Read | Discover | Create**

**EMPLOYMENT OPPORTUNITY:** Technical Services Manager

**Date:** November 14, 2023

**Hours:** Full-time (35 hours)

**Starting Salary:** \$24.00/hour

### **ABOUT THE LIBRARY**

Since 1903, the Barberton Public Library has been an essential community asset. We offer a comprehensive benefits package, including paid vacation and sick leave, 12 paid holidays, voluntary health, dental, and life insurance benefits, and retirement through the Ohio Public Employees Retirement System (OPERS).

### **JOB RESPONSIBILITIES**

The Barberton Public Library is hiring a Technical Services Manager to provide strong leadership in support of our mission to promote independent thought and community interaction by providing services and resources necessary for individuals to pursue educational, creative, personal, and professional interests.

The Technical Services Manager supervises an employee(s), provides direction and motivation, hires, coaches, trains and develops, and manages performance to meet organizational goals and expectations; serves as part of the management team; manages budgets and resources effectively and efficiently; manages vendors effectively to ensure the timely acquisition of books, AV, digital resources and other library materials for the circulating and reference collections; catalogs and classifies library materials according to AACR2, Dewey, LCSH, MARC, and OCLC protocols; oversees the acquisition, cataloging, and processing of library materials; ensures accuracy in the catalog and resolves cataloging problems; communicates and collaborates with all departments within the Library; handles special projects; and performs other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Master's Degree in Library and Information Science. Knowledge of library services, operations, and the principles and practices of library science. Knowledge of cataloging in an Integrated Library System (ILS), including AACR2, Dewey, LCSH, MARC, and OCLC. Knowledge of the principles of intellectual freedom as they apply to public libraries. Ability to use computer and job-related software or systems applicable to the essential functions of the job. Ability to plan, implement, and manage change. Excellent oral and written communication, time management skills, and commitment to teamwork.

**Preferred:** 3-5 years of relevant library experience. 2-4 years of supervisory experience. Knowledge of SIRSI/Dynix.

### **DEADLINE FOR APPLICATION: Open until filled**

For consideration, applicants should submit an application, resume, and cover letter to [employment@barbertonlibrary.org](mailto:employment@barbertonlibrary.org) or mail them to:

**Director  
Barberton Public Library  
602 W. Park Avenue  
Barberton, OH 44203**

The Barberton Public Library is an Equal Opportunity Employer