

# HEAD OF TECHNICAL SERVICES

Department: Brandel Library

Reports To: Director, Brandel Library

Position Summary/Purpose:

The Head of Technical Services leads a talented staff team in the essential mission of acquiring and describing resources to facilitate use by the students, faculty and staff of North Park University. The successful candidate will need to think strategically, be an excellent project manager, comfortable working with digital, print, and A/V formats, and be able to successfully collaborate with other professional staff including the Collection Management Librarian, e-Resources Librarian, and the Director of Archives and Special Collections.

Essential Responsibilities:

- Oversee the library's bibliographic data to ensure that the library catalog serves the research needs of NPU patrons and is compliant with current national standards
- Coordinate the acquisition, processing, and cataloging activities for physical items added to and removed from the library's collection
- Manage the serials collection
- Work with Collection Management Librarian to manage the library's materials budget.
- Work with E-Resources Librarian to investigate and implement best practices for providing metadata for digital information including e-books, streaming media, and open access journals
- Work with Director of Archives to facilitate discovery and use of unique North Park content
- Supervise two full time staff positions as well as part time and student employees.
- Serve on library and university committees
- Engage in professional development

Essential Qualifications:

- ALA-accredited MLS
- Relevant experience in libraries including integrated library automation systems and experience with acquiring, cataloging and processing materials in a variety of formats
- Ability to communicate effectively with both technical and non-technical personnel regarding information technology issues and services
- Ability to work independently and collegially in a rapidly changing environment
- Demonstrated ability to plan, manage, and oversee complex projects, meet deadlines, and prioritize work in alignment with the service goals of the Library
- Possess a clear understanding and personal commitment to North Park University's mission of Christian higher education

Effective Date: June 2012

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*