

Job Title: Assistant Director / Head of Technical Services

Organization: Lake Blackshear Regional Library System (LBRLS)

Location: Americus, Georgia

Position Type: Full-Time

Salary: \$69,000 – \$75,000

Application Deadline: Applications will be reviewed starting May 28, 2026. The position will remain open until filled.

Position Overview

The Lake Blackshear Regional Library System (LBRLS), headquartered in Americus, Georgia, seeks an innovative and service-oriented **Assistant Director / Head of Technical Services**. This leadership role supports system-wide operations, oversees technical services, and advances equitable access to information across Southwest Georgia. The ideal candidate brings expertise in cataloging, strong administrative skills, and a commitment to public service in a rural community.

Key Responsibilities

Head of Technical Services

- Manage cataloging workflows for print, technology, and digital materials.
- Serve as PINES Cataloging Coordinator and Local Administrator for the PINES Integrated Library System.
- Perform original and copy cataloging in compliance with PINES, RDA, MARC, OCLC, and LBRLS policies.
- Maintain the online public access catalog to ensure accuracy and discoverability.
- Oversee system-wide collection maintenance, including weeding, deaccessioning, and donations.
- Travel to affiliate branches to support collection development and maintenance.

Assistant Director

- Support the Library Director in planning, managing, and operating library services, personnel, and facilities.
 - Serve as Acting Director in the Director's absence.
 - Assist with hiring, training, supervising, scheduling, and evaluating staff.
 - Provide leadership in statistical reporting, data analysis, and preparation of annual reports.
 - Attend Library Board of Trustees meetings as needed.
 - Support branch managers with statistics, collections, and programming.
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Required Qualifications

- Master of Library and Information Science (MLIS) from an ALA-accredited institution.
- Demonstrated supervisory and leadership experience.
- Strong organizational, analytical, and communication skills.
- Ability to travel within the regional library system.

Preferred Qualifications

- Minimum four years' experience in a public library system with professional experience in technical services, cataloging, or library administration.
 - Knowledge of PINES, Evergreen ILS, RDA, MARC, and OCLC standards.
 - Familiarity with Georgia Public Library Service standards and PINES policies.
 - Commitment to public service and rural community engagement.
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Benefits

- Participation in the Georgia Public Library Retirement System.

- Health insurance, paid leave, and other benefits in accordance with regional and state guidelines.
 - Professional development and continuing education opportunities through the Georgia Public Library Service and the Georgia Library Association.
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How to Apply

Applicants should submit the following materials:

- Cover letter
- Resume
- Three professional references

Application materials should be submitted in accordance with Georgia Public Library Service posting guidelines. A background check may be required prior to employment.

Please send package in PDF format to:

hhenderson@lbrls.org

Lake Blackshear Regional Library System
Americus, Georgia

The Lake Blackshear Regional Library System is an Equal Opportunity Employer.