



Library Technical Services Manager

About Our Job

Are you passionate about the behind-the-scenes magic that keeps a library running smoothly? We're looking for an experienced, detail-oriented, and innovative Library Technical Services Manager to lead our Technical Services Operations. From collection development and acquisitions to cataloging, processing, and material delivery — you'll be at the heart of making our collections accessible and our workflows efficient.

If you're ready to combine leadership with librarianship in a role that truly makes a difference, we'd love to hear from you! Join our team in Sunny Sarasota, the cultural capital of Florida, and showcase your love for libraries, information, and learning. Apply today to make a difference in the community!

About the Position

In this role, you will...

Administration

- Direct and supervise all functions of Technical Services Operations, including collection development, acquisitions, receipt, cataloging, processing, and delivery of library materials.
- Develop and implement technical services policies and procedures, and provide recommendations for improving operational efficiencies.
- Working with the Manager of Internal Operations, develop and implement Performance Measures related to the receipt, processing, and release of materials to the libraries to ensure customer satisfaction.
- Maintain a strong understanding of integrated library systems and current cataloging practices, including those for special collections and historical archives.
- Manage proactive assessments of fraud awareness, prevention, detection, and risk mitigation activities in the area of responsibility; oversee financial, compliance, operational, and performance audits; review audit findings and ensure appropriate controls are established and implemented.

Cataloging

- Supervise cataloging efforts of all library materials according to relevant bibliographic control standards; leads the maintenance of the catalog to ensure that library users have optimal access to the collection.
- Make difficult technical decisions, including the creation, use, and management of MARC records according to nationally accepted standards.

Staff Development

- Ensure that team members participate in setting the unit, library, and system goals and contribute to decision-making through training, practice, and evaluation.
- Collaborate with co-workers to support the team process and coordinate activities with the Internal Operations Manager.
- Participate as team leader or member in special projects. Provide leadership and create a work environment that encourages participation and problem-solving. Hire, coach, and mentor staff.

Customer Service

- Develop and implement standards of service that ensure the prompt and efficient resolution of each inquiry by internal and external customers, delivered with the utmost respect and courtesy.
- Meet with vendors and publishers.

About You:

Minimum Qualifications:

- Master's Degree in Library and Information Science from an American Library Association-accredited institution.
- Three (3) years of supervisory experience in a public library.
- Valid Florida driver's license.

Preferred Qualifications:

- Three (3) years of experience in a cataloging position in a library technical services division.

About Everything Else:

Pay Range Starting at: \$75,233.00

Apply at <https://scgov.wd5.myworkdayjobs.com/SCGOV?q=library>