



## **Library Technical Services Manager**

### **About Our Job**

Join our team in Sunny Sarasota, the cultural capital of Florida, and showcase your love for libraries, information, and learning! Provide day-to-day oversight of the Technical Services Operations of the Sarasota County libraries, as well as being responsible for complex original cataloging and materials support.

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>