

Job Opening
Technical Services Supervisor
Galesburg Public Library
Starts Summer 2021

The Galesburg Public Library seeks a Technical Services Supervisor to lead the cataloging department. This position requires a strong leader with exceptional attention to detail, initiative, thoughtful decision-making skills, and effective communication skills.

The Galesburg Public Library provides library service to the 30,000 residents of the City of Galesburg. Located in west central Illinois approximately 35 miles east of the Mississippi River, Galesburg is a vibrant city with the benefits a small town. Galesburg is home to Knox College, Carl Sandburg College, the Knox-Galesburg Symphony, the Galesburg Civic Art Center, the magnificent restored Orpheum Theatre, and much more, and it is also just an Amtrak ride away from Chicago.

Galesburg is a remarkable city full of history: a stop on the Underground Railroad, host to one of the Lincoln-Douglas debates, and the birthplace of Carl Sandburg.

For more information, see the complete job description below.

To apply for this position, please submit a cover letter, a current resume, and contact information for three professional references to jobs@galesburglibrary.org or Noelle Thompson at 40 E Simmons St, Galesburg IL 61401. Electronic applications are preferred. Applications received by July 2 will receive first consideration. Exact start date is negotiable. New and recent MLS graduates are encouraged to apply. Salary range starts at \$46,000, based on experience and qualifications. Excellent benefits.

Job Summary: Oversee the department so that work is completed efficiently and accurately. Keep the department up to date on current processes and procedures.

Essential Functions:

- Hire, train, supervise, review, and discipline staff.
- Listen to patrons and provide friendly, helpful assistance to them in finding what they are seeking.
- Catalog materials by classifying and assigning call numbers.
- OCLC cataloging, bibload records, create and maintain constant data fields.
- Order materials.
- Work with RSA/CMC to refine and upgrade catalog records, create and maintain cataloging parameters.
- Global item modification and batch editing of collection as needed.
- Devise staff work schedule.
- Prepare reports and statistics.
- Provide clearly written procedures for staff.
- Hold monthly staff meetings or as needed.
- Keep current by reading journals and library related social media, attending meetings and conferences, and earning continuing education hours.
- Follow library policies and procedures.
- Maintain positive work atmosphere by behaving and communication in a manner which promote good working relationships with staff.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Bachelor's degree, MLS preferred, library experience required.
- Cataloging skills. Dewey classification. MARC/BibFrame knowledge, RDA/AACR2 knowledge, OCLC training.
- RSA database knowledge and training.
- Supervisory experience preferred.
- Excellent customer service skills.
- Good communication skills, both oral and written.
- Strong computer skills.
- Ability to establish and maintain good working relationships with staff.
- Ability to comprehend customer needs quickly and accurately.

Working Conditions/Physical Requirements:

- Able to reach, bend, and stoop.
- Able to push or pull heavy book carts, lift lightweight materials and furniture.