



## Milford Town Library

**Job Title: Supervisor of Technical Services**

**Reports To: Director**

**Position Description:** Supervisor of Technical Services

Supervises and maintains the operations of the Technical Services Department which is responsible for the acquisition, cataloging, processing, deaccessioning and inventory of library materials. Takes primary responsibility for bibliographic functions in the network database, onsite management of all computer operations and automated system functions.

Trains, supervises and evaluates personnel working in Technical Services Department and the Assistant Librarian for Circulation. Plans for adequate staff coverage and coordinates the scheduling of Technical Services Department personnel. Participates in policy decisions affecting the collection and its management. Implements policies and interprets policies to the public. Advises the Director on technology planning.

Provides maintenance, troubleshooting and replacement of library computers including software and peripherals. Supervises data entry of Milford Town Library holdings into automated system. Updates and trains all library staff on automated network policies and procedures.

Monitors expenditures for library materials in order to ensure compliance with minimum standards set by the Massachusetts Board of Library Commissioners. Oversees the selection and weeding of library materials for the adult collection. Plans and provides tours of the library for special groups. Coordinates and supervises Technical Services volunteers.

Maintains and compiles statistics as required. Writes grant proposals and administers funded grant projects. Is acquainted with developments in the library and information science field, attends conferences, meetings and participates in continuing education. Keeps apprised of information technology and its application. Acts as the liaison between the Milford Town Library and the automated resource-sharing network. May undertake special projects and committee work at the request of the Director. Facilitates

cooperation between library departments. Assumes the duties of other staff members in their absence or in unusual situations.

**Requirements:**

Master's degree in Library and Information Science from an A.L.A. accredited program or an equivalent Master's degree required. At least 3 years of library experience, including extensive experience with computer technology. Demonstrated supervisory skills, organizational ability and a strong public service orientation. Must be able to work independently, pre-determine priorities, adapt to a variety of tasks quickly and meet deadlines. Exceptional interpersonal communication skills. Ability to clarify and resolve problems efficiently. Essential skills include alphabetizing and numerical sequencing, keyboarding, and ability to communicate orally and in writing.

Requires up to 60 minutes of standing at a time, lifting of materials up to 10 pounds, and shifting of books from one location to another.

**Probationary Period:**

Ninety days.

**Salary/Benefits:**

Starting salary \$Step 1:\$56,811.80. Benefits include personal days, sick days and vacation time earned according to the Milford Town Library Staff Association union contract.

Deadline: Open until filled

Detailed description [www.milfordtownlibrary.org](http://www.milfordtownlibrary.org)

Send resume and cover letter: Susan L. Edmonds, email: [sedmonds@cwmars.org](mailto:sedmonds@cwmars.org)  
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