

**TIPPECANOE COUNTY PUBLIC LIBRARY  
JOB POSTING**

**Head Technical Services Librarian**

*Tippecanoe County Public Library  
Lafayette, Indiana*

Are you a forward thinker and innovative manager? Can you effectively enhance today's customer experience through technology and also identify and lead us toward tomorrow's customer experience? If so, TCPL wants to hear from you. The successful Head Technical Services Librarian will have two years supervisory and professional library work experience, enthusiasm and initiative to interact with online digital media, database vendors, technology vendors and peer libraries to identify and recommend best practices for TCPL. Supervise six full time and one part time staff members in support of library plans, goals and objectives. This position reports directly to the Divisional Librarian of Technology and Support Services. We are seeking a dedicated professional with the following skills and qualities:

- Awareness of the latest trends in getting materials to customers
- Wants to be challenged in their work
- Recommend an annual collection budget of approximately \$1 million dollars
- Train and guide the work of the library's collection development librarians

TCPL has an excellent benefits package. Cigna PPO or High Deductible with HSA available. TCPL pays majority of employee only health insurance premium. Principal Dental, and AFLAC offered. Paid Life insurance and paid leave benefits. Starting pay is \$53,310.40/yr. Please submit a TCPL [application](#), resume, three references and a letter of interest to Human Resources Coordinator, TCPL, 627 South Street, Lafayette, IN 47901 or by email at [hrc@tcpl.lib.in.us](mailto:hrc@tcpl.lib.in.us). Job Description and TCPL employment [application](#) located at the library website at: <https://tcpl.lib.in.us/library-careers/>. TCPL is committed to equal employment opportunities. Applications are sought from all qualified people, without regard to race, religion, color, sex, sexual orientation, disability, Veteran status, national origin, or ancestry.

**POSITION TITLE: Head Technical Services Librarian**

**DEPARTMENT: Technical Services**

**FLSA: Exempt**

**SUPERVISOR: Divisional Librarian of Technology and Support Services**

**SALARY SCHEDULE CLASSIFICATION: Department Head**

**JOB OBJECTIVE:**

Manage the work of the Technical Service department staff and train and guide the work of the library system's lead selectors. Provide oversight for and participate in the library system's collection development, including selection, cataloging, processing, collection maintenance, and database maintenance.

**ESSENTIAL RESPONSIBILITIES:**

Work cooperatively with other library departments, staff members, and library vendors.

Know and apply library policies.

Act as staff member in charge of the library.

Deal with disturbances and problem users.

Work public service on evenings and weekends as required.

Keep abreast of relevant trends and challenges by participating in electronic listservs, reading journals, attending library meetings or conferences, and actively participating in professional associations.

Evaluate services provided by third party vendors.

Establish and/or maintain business relationships with external vendors as assigned and/or appropriate.

Participate in the library's Management team and other system-wide organizational activities and initiatives.  
Participate in community organizations and events  
Recommend short and long-term priorities for the department and library system.  
Plan workflow and assign duties of all department personnel.  
Recruit, interview, select, and evaluate departmental staff in consultation with Divisional Librarian.  
Prepare statistics and other reports on department and system output.  
Develop collection development guidelines and plans and revise as needed.  
Recommend and monitor the library's materials budget.  
Evaluate the effectiveness and performance of lead selectors in their assigned role and communicate evaluative comments to the lead selector's direct supervisor.  
Coordinate collection maintenance responsibilities including selection and deselection.

**QUALIFICATIONS:**

**Education:**

MLS from an ALA-accredited school

**Previous experience:**

Minimum two years of supervisory experience and two years professional library work required or any equivalent combination of training and experience sufficient to indicate the ability to do the job.  
Experience with selecting library material and evaluating electronic resources in a public library setting, preferred

**Knowledge, Skills and Abilities:**

Exceptional supervisory skills  
Dedicated to quality customer service  
Strong written and verbal communication skills  
Effectively ascertain and handle problematic situations  
Knowledge of cataloging procedures  
Knowledge of selection and deselection best practices  
Superior organization skills  
Experience with materials budgeting  
Effectively utilize word processing, spreadsheets, databases, and an Integrated Library System

**LICENCE/CERTIFICATION:**

Ability to attain and maintain Indiana Librarian Certification of LC2

**PHYSICAL AND CONGNITIVE REQUIREMENTS:**

Ability to stand or sit for long periods of time.  
Ability to lift items ranging from 10-25 pounds.  
Ability to reach heights up to six feet utilizing step stool or step ladder and bend to floor levels.  
Ability to push carts from 25-75 pounds.