Job Description

Head of Technical of Services Librarian

Unit & Classification: UMPSA represented, salaried position, Job Family 12, Salary Band 04, SECCP

Points 990 (K5, S4, I3, C3, W2, SP4, FR2N)

Reports To: Associate Dean of Information Services and Distance Education

Supervises: Blake Library Specialist in Technical Services

Functional relationships: Works closely with Faculty, Academic Affairs, Information Technology, other campus departments, the St. John Valley community and Maine InfoNet.

Position statement: The primary responsibilities of this position are to manage the processing and procedures of the Acadian Archives acadiennes and Blake Library collections; to perform original and copy cataloging of traditional, archival and electronic materials; and to supervise Blake Library technical services (cataloging, acquisitioning, and serials)

Major duties (Essential Functions):

1. To perform original and copy cataloging of Archives and Library materials, both traditional and electronic and to process authority control of records in the URSUS system based on the UMS Cataloging Standards document.

2. To supervise Blake Library technical services activities and staff including training, assigning and scheduling work, goal-setting, conducting performance reviews and disciplining as necessary.

3. To manage accessioning, arrangement, description, encoding for all archival and manuscript collections.

4. To process collections.

5. To create and maintain local accessioning and processing standards in accordance with national archival standards.

6. To manage finding aid usability and visibility.
7. To develop policies and procedures in the area of the collection.

8. To assist the Director of the Acadian Archives and Associate Director of the Library in analyzing the collection’s strengths and weaknesses and in selecting materials for acquisition in accordance with the missions of the Archives and Library and the needs of the collection.

9. To train staff on standards and processing.

10. To manage and configure access to Archives and Library collections using appropriate tools such as Serials Solutions and ArchivesSpace.

11. To provide assistance in analyzing needs and making recommendations for purchase of equipment.

12. To provide reference services as needed including scheduled times on nights and weekends.

13. To perform other duties as assigned.

**Budget Responsibilities:** Responsible for monitoring and adhering to library acquisitions budget and recommending future expenditures.

**Campus/University Service:** Serves on a variety of campus and system committees and groups including the UMS Cataloging Standards Committee.

**Knowledge, Skills & Abilities:** Strong analytical and problem solving skills particularly pertaining to cataloging, authority control, and archival methods. Excellent written, oral, and interpersonal skills. Ability to formulate and articulate policies, procedures, expectations, and practices. Strong time management, supervisory, organizational and technical skills.

**Qualifications:** Masters degree in Library and Information Science (MLIS/MLS/MSIS) and 3 to 5 years professional library experience required; supervisory experience and experience in academic library strongly preferred.

January 2020
APPROVED BY:

Human Resources: ____________________________  Date: ________________

Supervisor: _________________________________  Date: ________________

Supervisor: _________________________________  Date: ________________

Department Head: ___________________________  Date: ________________

Vice President: ______________________________  Date: ________________

President: _________________________________  Date: ________________

I have read and understand the duties and responsibilities as described above.

Employee: ________________________________  Date: ________________