AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

JOB TITLE: Technical Services Librarian
DEPARTMENT: Library
REPORTS TO: Associate Dean of Seminary Effectiveness/Director of the Library
FLSA STATUS: Exempt
DIRECT REPORTS: None

SUMMARY: The technical services librarian administers the library management system for APTS and partner library at the Seminary of the Southwest, provides bibliographic access to library holdings through the creation of MARC records, and manages serials processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Primary
* Manage the integrated library system OPAC
* Work with other staff collaboratively on library initiatives
* Perform original and copy cataloging
* Resolve discrepancies in bibliographic records
* Create and maintain name and subject authorities files
* Manage A to Z serials software (EBSCO)
* Oversee serials invoices and payments
* Supervise serials check-in, binding, and duplicate exchange; including digital subscriptions
* Manage iTunes U collection of seminary video and audio
* Maintain vendor relations
* Makes presentations to patrons about information seeking

Secondary
* Assist in maintenance, upgrades, and training in the use of OCLC products, Library of Congress subject headings, and classification schedules
* Enhance bibliographic records with table of contents level information.
* Participate in information literacy training of students and faculty
* Troubleshoot system issues
* Run regular reports in Microsoft Access
* Available to support front desk staff when Public Services Librarian is unavailable
* On call to assist weekend and evening staff with system problems

MINIMUM QUALIFICATIONS

Education: Master of Library Science (or equivalent) from a school accredited by the American Library Association.

Special Certifications/Training: None

Experience: Two years of technical services experience; experience in systems management desirable.

Special Requirements/Skills: Fluency in using OCLC bibliographic utilities, LCSH, MARC integrated format, AACR2, RDA, descriptive and subject
cataloging, and integrated library systems
Advanced knowledge of and ability to effectively utilize computers / software, including Windows, HTML, XML, CSS, UNIX, and a scripting language
Strong oral and written communication skills
Ability to organize and prioritize work
Ability to analyze and summarize data in a clear and concise manner
Understanding of theological education and scholarship
Commitment to being a team player
Ability to use discretion and maintain confidentiality
Maintains a bias toward action

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or listen, and is occasionally required to stand, walk, reach using hands and arms, and lift boxes of up to 15-20 pounds.

**Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the incumbent in this position, and assist in evaluating this job fairly and equitably. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. Management may change the duties and responsibilities at their sole discretion, and may request the employee perform duties not listed on the job description. This job description is not a “contract” between the incumbent and the employer.

Employee: _______________________________ Date: _______________________________

Supervisor: _______________________________ Date: _______________________________

Human Resources: __________________________ Date: _______________________________