

Position Available

Title:	Technical Services Librarian
Reports To:	Chief Librarian and Archivist, Hirsch Library
Pay Type:	Full-Time, Regular, Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Law Building, a non-smoking facility

Responsibilities:

- System Administration:
 - Responsible for the management and daily operation of the Library's integrated library system. This includes all modules, consisting of, but not limited to acquisitions, serials, circulation, cataloging and the online catalog.
 - Acts as primary liaison with our library system vendor, library staff, and the Information Technology Department
 - Coordinates upgrades and prepares configuration files for software upgrades
 - Develops projects, workflow and procedures for each module
 - Coordinates and communicates with system users regarding system activities, functions, problems, issues, etc.
 - Creates reports from the library system as needed
 - Supports the integration of new technologies into the Library
- Supervisory and Administration
 - Directs and supervises the operations of the library cataloging and serials staff: Professionals, paraprofessionals and volunteers
 - Prepares training material and instructs library staff in the use of the library system and cataloging standards
 - Oversees the management of circulation operations
 - Reviews and approves staff timesheets
- Collection Management
 - Ensures archiving of electronic documents
 - Responsible for de-accessioning of materials
 - Reviews potential materials for acquisitions and contributes to collection development efforts
- Cataloging:
 - Oversees and assists in the cataloging of materials using OCLC and our online catalog
 - Ensures proper use of the Resource Description and Access and Anglo-American cataloging standards and Library of Congress classification and subject headings, and local policies as appropriate
 - Maintains quality control in our online catalog
 - Develops and implements cataloging policies and procedures
 - Establishes priorities for cataloging projects in conjunction with the Library Director

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- Planning:
 - Participates in long-range planning for the Libraries
 - Participates in departmental planning for budget and space, procedure and organization
- Reporting:
 - Reports cataloging and processing statistics monthly and annually
 - Reports regularly to the Library Committee on automation and cataloging projects
- Reference:
 - Instructs museum staff and patrons about online system
 - Instructs staff, volunteers and patrons about Library of Congress classifications, subject headings and call numbers
 - Provides reference service as needed

Skills, Knowledge and Abilities:

- Ability to catalog art-related materials using current cataloging standards: Resource Description and Access, Anglo-American Cataloging Rules and Library of Congress classification and subject headings
- Excellent written and verbal communications skills
- Strong organizational and analytical skills
- Ability to lead, supervise and work in a team environment
- Working knowledge of Romance languages
- Strong computer skills, including Windows, Microsoft Office programs, and databases
- Working knowledge of SharePoint
- Working knowledge of HTML
- Strong interest in art and art history

Education and Experience:

- ALA-accredited Masters in Library Science degree
- Five years post-MLS cataloging experience
- Three years experience in supervising and training staff and volunteers
- Experience in the use and management of an integrated library system and a networked cataloging utility such as OCLC
- Experience with library system migration preferred

How to Apply:

Send resume to Human Resources, Job-18-161LIB, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.