

**UNIVERSITY OF NORTH FLORIDA  
THOMAS G. CARPENTER LIBRARY  
POSITION DESCRIPTION**

**TITLE:** Director of Technical Services  
**CLASS CODE:** 9199 or 9054  
**POSITION NO:** 31155  
**UNIT:** Library

**STATEMENT OF ROLE:**

The Director of Technical Services is responsible for the overall administration and coordination of the work of the Division's three constituent departments: Acquisitions, Cataloging, and Serials/Preservation. The Director of Technical Services articulates a vision for the development of all aspects of Technical Services, works to motivate and empower colleagues and staff, acts as the Library's principal specialist and administrator for the functions specific to the acquisition, cataloging, processing, preservation and maintenance of access to the Library's intellectual resources. The Director of Technical Services assumes responsibility for overall operational efficiency of Technical Services, for establishing policies, standards and procedures and for the setting of department priorities and achievement of the unit's goals. In addition, this position performs daily technical services work in an area of expertise (cataloging, acquisitions, serials). The Director of Technical Services serves on the Dean's senior management team

**FUNCTIONS:**

**A. General Administration**

1. Participates in the formulation of both short and long range library policies as a member of the Library's senior management team.
2. Leads the planning process within the unit; coordinates all aspects of the work-flow between departments as well as between Technical Services and other library departments; leads and manages the process of evaluating and improving workflow efficiency.
3. Supervises the maintenance of the Library's bibliographic databases.
4. Supervises the creation and maintenance of the Library's records concerning the purchasing and processing of resources for the Library's collections
5. Coordinates the use of technology within the unit, working closely with the Director for Library Systems and Technology.
6. Identifies special project needs. Plans (including writing vendor specifications), supervises and evaluates projects.
7. Supervises the collection and extrapolation of all Technical Services' statistics and the preparation of reports.
8. Documents Technical Services' policies and relationships.
9. Functions within the library as the chief advocate of Technical Services' needs and points of view. Acts as a communication channel between department staff and administration.
10. Represents the Library as its chief technical services specialist in external forums at the state, regional and national levels.
11. Represents the Dean and the Associate Dean in their absences, as needed.

## **B. Personnel Administration**

1. Directly supervises the heads of the Acquisitions, Cataloging, and Serials/Preservation Departments and annually evaluates, in writing, the library faculty holding these positions.
2. Indirectly supervises other divisional faculty librarians and library support staff; reviews and approves annual written evaluations for these individuals.
3. Recruits, hires, supervises, and evaluates the administrative heads of the Technical Services departments; participates in the recruitment process for filling vacant positions at all other levels of Technical Services.

## **C. Proficiencies**

1. Maintains a high level of knowledge in the theoretical and practical aspects of library materials acquisition, cataloging, processing, preservation, and maintenance.
2. Maintains a high level of knowledge in the area of library automation and technology specific to the acquisition, cataloging, and processing of library resources, the upkeep of library physical collections, and the maintenance of library bibliographic databases.
3. Maintains a detailed level of knowledge regarding the Library's integrated library management system (ILMS)—ExLibris Aleph. Directs and participates in the planning, data loading, configuring, testing, maintenance, and general oversight of the ILMS.
4. Coordinates the development of and adherence to system-wide standards and quality control measures relating to the Library ILMS.
5. Maintains a functional knowledge of Technical Services work-flow and routines to the extent of being able to participate in the daily operations as necessary.
6. Works closely with the Director for Library Systems and Technology to maintain the personal computers and library desktop workstations particularly as applied to library technical processing routines and procedures.
7. Maintains a functional knowledge of University and State purchasing and accounting regulations, particularly in regard to the acquisition of library resources.
8. Maintains a functional familiarity with the software and data formats commonly in use in Technical Services, including knowledge of macros (particularly MacroExpress), SQL-compatible database applications, markup languages, spreadsheets, MARC, emerging metadata schema, OCLC Connexion, 3d party/vendor supplied processes, academic enterprise systems (preferably SCT Banner), EDI, metasearching, working closely with the Director of Library Systems and Technology.
9. Participates in university and professional activities including conducting research/studies/surveys, serves on University and Library committees as needed, stays abreast of national trends and issues related to Technical Services and makes professional contributions.

## **PERFORMANCE AND EVALUATION CRITERIA:**

The Director for Technical Services is evaluated by the Associate Dean of the Library on the basis of the position's job description, with input from the Dean of the Library, other colleagues, and the input of the incumbent in the form of self-evaluation.

1. Evidence of productivity and efficiency in divisional operations and use of "best practices."
2. Evidence of personal productivity and good problem solving skills.
3. Evidence of staff support and cooperation.
4. Evidence of good communications skills.
5. Evidence of knowledge of current trends and changing technology in the areas of the technical services and of library automation.

## **KEY WORKING RELATIONSHIPS:**

1. Dean of the Library and Associate Dean of the Library
2. Director of Public Services
3. Director of Library Systems and Technology
4. Technical Services' department heads and faculty librarians.
5. Florida Center for Library Automation.
6. State University Libraries (SUL) committees, especially the Technical Services Planning Committee (TSPC)
7. Online Computer Library Center (OCLC)
8. Southeastern Library Network (SOLINET)
9. University's Finance and Accounting and Purchasing Departments