



WESTMONT

Technical Services Coordinator **Library and Information Services**

Position Summary: Responsible for the oversight and coordination of the Technical Services Department including ordering, invoicing, cataloging, and processing of materials in all formats.

Qualifications:

- BA/BS degree
- Proficiency with computer applications such as Microsoft Office and Google Apps, especially Excel, Sheets, and Forms
- Experience with creative troubleshooting and finding solutions to computer system problems
- Adaptability to unpredictable changes in software workflows
- Strong communication, interpersonal, and project management skills
- Ability to hire, train and supervise student workers
- Self-directed with the ability to meet deadlines
- One-two years of library experience in acquisitions, serials, or cataloging preferred
- Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations
- Attention to detail
- Ability to lift 25 pounds

Responsibilities:

- Oversees expenditures against the library's materials budget
- Orders library resources in all formats (books, serials, media, electronic), both directly and through vendors
- Copy cataloging and adding materials in all formats to the library catalog
- Ensures information about the library holdings for all formats is current and correct
- Oversees and maintains the print periodical collection
- Verifies access to journals and other resources which are purchased online in collaboration with Electronic Resources & Serials Coordinator
- Maintains vendor relationships, including working with invoices, claims, and problems
- Hires, trains, and manages student support workers in Technical Services
- In collaboration with the library director, develops, implements, and documents efficient and effective policies and procedures
- Collects and reports books added and deleted along with print collection usage statistics for the library
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned.

Reports to: Director, Library and Information Services