Location: Harford County Public Library

Job Title: Materials Management & Technical Service Director

Responsibilities: The Materials Management & Technical Services Director manages and oversees the Materials Management and Technical Services Departments operations, activities, staff, and workflow. Develops, plans, and executes library and department objectives supporting the selection, purchase, cataloging, and processing of physical and digital materials provided to the citizens of Harford County.

Essential Duties: Manages the activities, operations, and workflow of the Materials Management and Technical Services Departments; Oversees the selection of library materials, both digital and physical, including the interpretation of censorship and freedom of access issues; Formulates and manages department budget; Reviews and implements selection policies and procedures; Performs long-range planning and priority goal setting for the library collections; Interacts with staff to facilitate problem-solving strategies; Performs public service at the information desk; Negotiates contracts and acts as liaisons with vendors and publishers; Develops, plans, and executes library objectives by translating into materials initiatives and activities that support public service goals; Promotes and facilitates teamwork between department and other library staff; Responds to and resolves customer complaints in relation to the selection of materials; Works with Chief Operating Officer in assessing community needs and interests as they pertain to materials management; Actively involved in the community through participation in community groups and developing partnerships in support of library services.

Supervision Functions: Serves as a hiring manager and supervises assigned staff, as well as assigned volunteers; Oversees the training of staff and volunteers, as assigned; Administers the Performance Recognition System (PRS), the library’s performance evaluation system, in accordance with published guidelines; Approves annual leave and checks and tabulates timesheets for assigned staff; Prepares monthly reports, meeting agendas, and schedules. Interprets and implements system-wide policies and procedures; Schedules and facilitates department/team meetings; Ensures staff receive and understand the system and department communications via written, electronic format or in-person meetings.

Standard Functions: Serves on committees and participates in workshops, seminars, and training as requested; Represents Library at various outreach activities, as needed; Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public; Learns new skills and technologies to retain proficiency in areas of expertise; Is dependable and punctual; Provides consistent customer service; Upholds all library policies and procedures as defined in Harford County Public Library’s--Policies and Procedures Manual; Performs other duties as assigned.

Requirements: Minimum Requirements: Masters Degree in Library Science or related field in an approved library-related curriculum from ALA-accredited institution; Ability to obtain State of Maryland certification as a Professional Librarian within six months of hire; Five or more years of related professional library experience in a public library setting; Two or more years of materials management and/or technical services experience; Five years of supervisory experience.

Knowledge, Skills, and Abilities: Knowledge of literature for both adult and children; Broad knowledge of library materials, publishing, readers advisory, and public library/reference work; Specific knowledge regarding censorship issues and intellectual freedom as it applies to library collections; Ability to gain advanced knowledge of Harford County Public Library policies and procedures; Ability to act as a representative of Harford County Public Library to the public; Ability to assess community needs and develop, plan, implement, and execute library materials selection and processing initiatives to meet those needs; Ability to review, evaluate, and initiate appropriate action on technical reports, contracts, and documents concerning departmental matters; Ability to maintain effective working relationships
with other professionals; Proven ability to supervise and mentor a team; Ability to create long-range goals in light of future trends in library service; Ability to prepare and maintain accurate records; Ability to be flexible and creative while prioritizing and multitasking; Ability to operate relevant computer systems, including hardware and software, and office machines; Ability to be adaptable, flexible and patient with customers and staff; Strong communication skills, both verbal and written.

**Salary Range:** Undisclosed

**Application Process:** Applications for this position are completed and accepted via online submission only. Please visit us at [www.HCPLonline.org](http://www.HCPLonline.org) and click on Library Jobs tab for vacancy announcement and application instructions.

**Special Requests:**
Closing Date: open until filled