Position: Assistant Director for Technical Services

Reports to: Deputy Director

Job Summary

West Georgia Regional Library System (WGRLS) seeks a detail-oriented Librarian to fill the Assistant Director for Technical Services position. WGRLS offers a hybrid work environment with a flexible schedule. This position manages the acquisition, cataloging, and processing of materials for the system and participates as an active member of the WGRLS Administrative Team. The successful applicant will thrive in an atmosphere of growth and change in a system evolving on many levels.

Essential Functions

- Coordinates and orders materials for 19 libraries, the regional office, and the bookmobile.
- Leads the eContent Selection Committee in selecting and purchasing e-books and e-audiobooks for the region and serves as the contact for GADD (Georgia Download Destination).
- Supervises all cataloging and performs cataloging, as needed.
- Oversees the materials budgets for all libraries and distributes monthly materials funds reports to managers.
- Prepares materials invoices for payment.
- Manages relationships with third-party vendors that directly interact with the technical services department, e.g., Baker & Taylor, Midwest Tape, and eContent providers.
- Hires, trains, and manages department staff.
- Serves as the system's acquisitions liaison and cataloging coordinator for the shared PINES network.
- Develops and documents standard procedures and practices; sets goals; designs and monitors workflows to ensure that technical services operations deliver timely and seamless processing of new and donated materials.
- Collaborates with library managers to ensure library collections are well-maintained, relevant, and well-used.
- Assists libraries with collection inventory processes.
- Provides collection development training for library staff.
- Monitors trends, best practices, and developments in the profession.
- Works collaboratively with the system's administrative team to develop strategic concepts, practices, techniques, and innovations to continually improve the quality of the system's services and collections.
- Other duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of best practices in acquisitions and cataloging.
- Ability to prioritize, adapt to multiple demands, balance changing priorities, coordinate numerous ventures, and guide projects through to completion.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Excellent oral and written communication skills.
- Proficient knowledge of Microsoft Office, Google Workspace, and/or comparable platforms.
- Capacity to interact positively and effectively with all staff and the general public.
- Perform job duties with minimum supervision, work collaboratively in a team environment, and demonstrate professional standards, good judgment, dependability, and timeliness in work environments.

Job Requirements

Master's degree in Library Science from a school accredited by the American Library Association. One to three years of experience as a professional librarian is preferred. Must possess a current State of Georgia Librarian Certification. PINES and budget-management experience are a plus. The ability to work accurately and with great attention to detail. Must be able to bend, stoop, reach, lift, and carry 35 pounds, and push loaded carts without assistance.

Supervisory Duties

Direct supervision of two full-time employees and one part-time employee.

Salary and Benefits

$70,000 annually. Benefits include health insurance through the State Health Benefit Plan, incidental types of insurance through GaBreeze, annual and sick leave, and enrollment in the Teachers Retirement System of Georgia.

To Apply

Qualified applicants should submit a cover letter, resume, and three professional references to jobs@wgrls.org or apply through our website at https://wgrls.org/about/careers. Employment is contingent upon a satisfactory background check. We will accept applications until the end of the business day on Friday, May 30, 2025.