



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Wallace Drive

Created on: 12/1/2021
Revised on: 2/25/2026

Job Title	Salary Schedule	Grade	Job No.
Technical Services Librarian	D1		ID9833
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Teaching and Learning	Exempt	No	Yes

JOB SUMMARY: The Technical Services Librarian (TSL) has primary responsibility to serve as administrator of the Integrated Library System (ILS) and as the library’s cataloger. The TSL is responsible for cataloging all library materials and maintaining accurate bibliographic and holdings. The TSL coordinates with vendors and campus information technology to ensure continuous access to online databases and other electronic resources. Other expectations include working cooperatively in the development of the collection, sharing responsibility with responsibilities at the circulation desk, collaborating with the planning and delivery of library instruction activities, and sharing in the responsibility of serving as a liaison to select academic departments.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Master of Library Science (MLS), Master of Library and Information Studies (MLIS), or equivalent degree from an American Library Association (ALA) accredited graduate school required.
- ◆ Experience working in an academic library required (community college academic library experience preferred).
- ◆ Demonstrated knowledge and experience working with contemporary bibliographic-maintenance standards and practice including the Library of Congress subject headings, OCLC/MARC records, and library automation required.
- ◆ Demonstrated knowledge and experience working with an online integrated library system (ILS) and using applications provided and maintained by OCLC required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Excellent customer service, oral and written communication skills, and interpersonal/collaborative skills.
- ◆ Willingness and enthusiasm to work at any of Gadsden State’s campus locations.
- ◆ Commitment to the philosophy of the comprehensive community college and the mission of Gadsden State Community College.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ Responsible for all library functions related to information technology and technical services.
- ◆ Responsible for all library cataloging and database maintenance functions:
- ◆ Create catalog metadata records by original and copy cataloging, and/or batch-load of catalog records for all formats of library materials based on local and national cataloging metadata standards and best practices.
- ◆ Process, contribute to, and update catalog records and holdings information in library services platforms such as OCLC WorldCat and WorldShare, Ex Libris Alma, or equivalents.
- ◆ Create and update name and other authority data in the Library of Congress Name Authority File.
- ◆ Perform and manage database maintenance in local and national library services platforms (e.g., Ex Libris Alma, OCLC WorldCat database and WorldShare Management System) for collection maintenance and other collections-related projects.
- ◆ Troubleshoot and perform updates and database maintenance for cataloging metadata and holdings information for all formats.
- ◆ Perform updates and maintenance of authority data in the library services platforms (e.g., OCLC Authorities and Ex Libris Alma), as needed.
- ◆ Work closely with the College's IT staff on issues impacting patron records, cataloging and holdings data, and cataloging metadata maintenance, and catalog discoverability and access.
- ◆ Serve as a liaison to the Library Management Network (LMN) and provide oversight regarding the library's integrated library system (ILS).
- ◆ Serve as the liaison to the College's Office of Institutional Effectiveness regarding Integrated Postsecondary Education Data System (IPEDS) library data collection and entry.
- ◆ Collaborate with library colleagues regarding library responsibilities for collection development, collection evaluation and maintenance, reference and research services, and instructional/information literacy programs.
- ◆ Collaborate with library colleagues in the development of goals, objectives, policies, and procedures related to all library operations.
- ◆ Collaborate with library colleagues to develop a robust array of library services provided to online students and faculty in collaboration with the College's Teaching & Learning Center.
- ◆ Collaborate with library colleagues to develop a robust array of library services provided to faculty and employee professional development in collaboration with the College's Teaching & Learning Center.
- ◆ Collaborate with library colleagues on the management of the library's data collection efforts and development of appropriate institutional reports and documents.
- ◆ Collaborate with library colleagues on the development and maintenance of materials used in bibliographic instruction.
- ◆ Collaborate with library colleagues to share in the responsibility of promoting library outreach and visibility through the participation in college activities.
- ◆ Collaborate with library colleagues to share in the responsibility of all functions related to the circulation desk, providing library instruction (both face-to-face and virtually), providing research and library use assistance to library patrons, and participating in library outreach to the College community.
- ◆ Collaborate with library colleagues to work with the College's administration, faculty, and staff regarding collection development and maintenance.
- ◆ Serve on college committees as assigned.
- ◆ Comply with all policies of the Alabama Community College System and the College.
- ◆ Perform other related duties as assigned.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of

specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

Work Environment:

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training, or administering tests
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date