Position Summary
Fort Lewis College invites applications for the position of the Technical Services Librarian at the John F. Reed Library. This is a twelve month exempt position with excellent health, leave and retirement benefits.

The Technical Services Librarian is responsible for managing bibliographic records in the integrated library system (ILS), supervising Library Technician(s), serving as head of the Technical Services Library Team, and coordinating functions related to the ILS across Library departments. This position requires face-to-face and online reference duties with a patron service perspective, student consultations in general and liaison areas, some evening and weekend hours, and participation in library teams and campus and consortial committees as assigned. Librarians are assigned liaison duties with specific academic departments, which may include collection development. Instruction responsibilities include participation in student-centered, outcome-based information literacy instruction integrated into composition classes as well as specialized bibliographic instruction for liaison departments. The Technical Services Librarian participates in the Library’s shared governance structure, including membership on Librarians Council and Budget Team.

Minimum Qualifications
- M.L.S. / M.L.I.S. from an ALA accredited institution.
- Recent experience cataloging a variety of bibliographic and physical formats in an integrated library system.
- Experience working with LCSH and LCC systems, RDA standards, MARC format, and standard cataloging practices.
- Experience with OCLC bibliographic record utility.
- Experience with name, subject, and series authority control.
- Proven ability to work both independently and collaboratively.
- Ability to respond effectively to changing needs and priorities showing initiative, flexibility, and a desire for process improvement.
- Excellent interpersonal and communication skills.

Preferred Qualifications
- Experience cataloging in the Innovative Interfaces Inc. (III) library systems, particularly Sierra.
- Supervisory experience, including training.
- Experience providing reference service and library instruction.
- Experience in library collection development and assessment.
- Experience in project management.
- Experience with digital repository metadata and BIBFRAME.
- Experience working in a multi-library consortial environment.
**Major Responsibilities**

- Coordinate cataloging functions across library departments and branch libraries to facilitate access to information content.
- Planning, training, and development to maintain processing material, cataloging standards, and technology developments that remain current and reflect best practices.
- Supervise staff who catalog and process materials in a wide variety of formats including monographs, serials, periodicals, government documents, audiovisual and multimedia material, and electronic resources. Currently two full-time staff.
- Supervise or perform cataloging and classification of all materials; provide accurate bibliographic authority, item description, and classification of materials by creating and maintaining MARC records in the consortial library catalog and OCLC bibliographic utility database.
- Perform original cataloging of materials in a wide variety of formats.
- Obtain and import/export batch loads of bibliographic records from vendors and other entities using load tables.
- Oversee metadata work for digital repository, including supervising staff and student works on data entry and authority (entity) work.
- Perform all activities dealing with bibliographic control of library materials, implementing national and consortial standards.
- Collaborate with the others, to include:
  - Collection Management Librarian on acquisitions and vendor matters.
  - Public Services Librarian on matters related to circulation functions in ILS.
  - Marmot Library Network for issues related to ILS functions, catalog content, and digital repository metadata.
- Maintain communication with the library's ILS consortium, taking responsibility for local implementation of the library catalog.
- Prepare statistical and other reports as requested.

**Compensation**

Salary is $50,000 plus a comprehensive benefits package. This is a full-time, 12-month exempt-staff position

**Application Process**

A complete application packet includes:

- Cover letter addressing interest and qualifications for position
- Resume
- Names and contact information (email addresses) for three current, professional references

Submit materials as one PDF file via email with the words “Technical Services Librarian Search” in the subject line of the email to SLPETERS1@fortlewis.edu.

*Application materials received by May 31, 2017 will receive full consideration. Position will remain open until filled.*

*The successful candidate will be required to submit original, official college transcripts, and pass a background check.*
**Equal Opportunity**
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff.

**About Fort Lewis College and Durango**
Fort Lewis College is Colorado's public liberal arts college, offering baccalaureate degree programs in the arts, humanities, social sciences and natural sciences as well as professional programs in applied sciences, teacher education, and business administration. The college has a diverse student body with an enrollment of about 4,000 from 46 states and 22 nations, 24% Native American, and 11% Hispano. The campus is located on a mesa top at the foothills of the San Juan Mountains as it converges with the desert Southwest. The College contributes directly to the cultural and economic vitality of the area. Durango is the hub of Southwestern Colorado, situated in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four-season climate allows numerous opportunities for skiing, fishing, biking, golfing, etc. With an area population of 45,000, Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver, Phoenix, and Dallas. It is 3.5 hours driving distance from Albuquerque, N.M.