

Horsham Township Library

Vacancy Announcement – Head of Technical Services Librarian

Full-time – 40 hours per week

Horsham Township Library, a department of Horsham Township, is recruiting a librarian to provide cataloguing services in a community of 25,000 residents of Horsham Township, located 12 miles northeast of Philadelphia. The Technical Services Librarian performs professional library work responsive to the varied informational needs of library users in the community and in conformity with nationally recognized standards and local practices. The scope of responsibility includes creating, editing and importing bibliographic records for books, audio-visual materials, serials, and nontraditional materials, following industry standards established by Resource Description and Access (RDA) and MARC21, and following local procedures authorized by the Database Committee of the Montgomery County Library and Information Network Consortium (MCLINC). The Technical Services Librarian also links items to MCLINC bibliographic records, and trains and supervises other staff to link items and otherwise process materials to make them ready for shelving and circulation. This position serves as the supervisor on duty for one closing a week and one Saturday a month.

Benefit package with PPO health insurance, dental, PA Municipal Employees Retirement System pension, and generous vacation, personal, and sick leave.

Qualifications for Employment:

- Masters in Library and Information Sciences from an ALA accredited school.
- 3-5 years library experience; cataloguing/technical services preferred.
- Prior experience with an Integrated Library System ILS required, Polaris preferred.
- Possession of a valid Drivers License to attend off site meetings.

Preferred skills:

- Supervisory experience.
- Collection development experience.
- Microsoft Office familiarity.
- Strong customer service and communication skills.
- Programming experience or interest.

Potential employment is contingent upon the submission of the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

To apply: email cover letter and resume to Library Director, Regina Vesely, at rvesely@mclinc.org