



TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

Job Title:	TECHNICAL SERVICES LIBRARIAN	Date:	DECEMBER 2025
Department:	LIBRARY	Grade:	5
Reports To:	LIBRARY DIRECTOR	FLSA:	NON-EXEMPT

POSITION PURPOSE:

Under the general direction of the Library Director, the Technical Services Librarian oversees the activities of the Technical Services Department. This position is responsible for acquiring, organizing and maintaining the Library's collection. Maintains and updates all holdings in the Minuteman Library Network (MLN) database, creates and maintains statistical reports, supervises preservation activities, and provides services to the public.

ESSENTIAL FUNCTIONS:

- Plans and coordinates the activities of the Technical Services Department according to goals established.
- Trains and supervises Library Assistants in cataloging, database maintenance, library materials processing, and programming.
- Scheduled the workflow to ensure that materials are ordered, cataloged, and processed in a timely fashion. Monitors, evaluates and revises workflow as necessary.
- Develops and maintains cataloging procedures to facilitate effective and efficient cataloging workflow, quality control and database management practices.
- Oversees and assists in maintaining accuracy of the bibliographic, serial and authority database by generating reports, analyzing and sorting data, and assigning staff to make corrections.
- Establishes and maintains communication with the Youth Services and Circulation departments in the areas of acquisitions, cataloging, and classification, processing, and repair of materials in the library.
- Represents the Medway Public Library in the Minuteman Library Network for all bibliographic functions including the development of network parameters and how they are integrated for the Town.
- Directs the cataloging and classifications of materials unique to the Library using established rules to describe them bibliographically and to integrate them with the rest of the collection.
- Oversees the use of the Dewey decimal classification and its new editions for proper classification of materials.
- Determines the best sources and methods to acquire cataloging materials and supplies to ensure that the library is receiving the best service and discounts.
- Supervises the Library's preservation activities, including the mending, binding, and replacing of materials in the library's collection.
- Attends and participates in departmental, institutional, network, and regional professional activities, meetings, and conferences.
- Circulation desk coverage as needed.
- Performs other duties as assigned.



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SUPERVISION:

Works under the general direction of the Library Director. Provides supervision to the Technical Services Department's volunteers and assistants.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- A master's degree in library and information science (MLIS) from an ALA-accredited institution required.
- Three (3) years of experience as a librarian preferably in a public library setting.
- Thorough knowledge of library cataloging and subject analysis.
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KNOWLEDGE, ABILITY, AND SKILL:

- Familiarity with all aspects of library automation.
- Demonstrated training and supervisory skills.
- Thorough knowledge of the Dewey Decimal Classification System and its application.
- Planning and goal setting skills.
- Superior oral and written communication skills.
- Considerable knowledge of and ability to use reference tools.
- Excellent computer skills, including word processing, spreadsheets, databases, e-mail, internet searches, and software specific to libraries and the ability to learn new applications.

TOOLS AND EQUIPMENT USED:

Computers and general office equipment.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the incumbent is frequently required to walk, sit, and talk and hear. The incumbent is occasionally required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. The incumbent is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The incumbent must occasionally lift and/or move up to 25 pounds.

WORK SCHEDULE:

The work week is 40 hours assigned in the best interest of the department, including evenings and weekends.

WORK ENVIRONMENT:

The work environment typically involves a municipal library setting. The employee may occasionally be required to work beyond normal business hours to attend evening meetings or department-sponsored planned events.