



Position Title: *Tech Services Specialist*

Hours: Part-Time (20-25 hours/week)

Location: Community Library Sedona, 3250 White Bear Road, Sedona, AZ 86336

Supervisor: Assistant Director

Supervises: None

Wages/Benefits: \$22 - \$24 hour; part-time benefits (**FSLA Classification:** Exempt)

Date Revised: June 20, 2025

Who you are:

- You are passionate about books, movies, and music, and believe that libraries can be innovators by purchasing the best new content and sharing it with our community.
- You believe in intellectual freedom and understand why it is important for libraries.
- You know the importance of cataloging and you know your way around a MARC/RDA record; you know how good cataloging creates better access for our patrons.
- You show a broad understanding of, and demonstrate support for, diversity, equality, and equity for everyone in the community.
- You do the right thing. Every decision you make and action you take is an opportunity to demonstrate our collective integrity.

What you'll do:

- Participate in the day-to-day operations of library materials management, including acquisitions, and to ensure new materials reach the users in a timely manner.
- Perform copy cataloging of copy catalog records using a bibliographic utility and the ILS (Koha) cataloging module.
- Work with bibliographic data, closely follows appropriate YLN cataloging policies, procedures, and classification rules for published materials.
- Search and identify cataloging and acquisition records, and other vendor-supplied records, to match bibliographic data for print and A/V materials.
- Identify and match bibliographic data with items-in-hand to verify and edit data in catalog records in ILS.
- Verifies that the correct material has been received for cataloging and physical processing.
- Support the maintenance of accurate catalog records and respond to cataloging-related inquiries or problems.
- Update and approve invoices for books and A/V.
- Oversees the physical processing of new materials and delivery of materials.
- Collaborates with Assistant Director to weed collection on an ongoing basis.
- Attend staff meetings and other meetings and training as directed.
- Communicate the value of the library to the community.

- Along with the Library Board, Director, Assistant Director, and staff, participate in fulfilling the Vision and Mission of Community Library Sedona.
- Support Community Library Sedona fundraising and advocate for the library.
- Keep current with Library communications such as Check It Out, Library e-newsletters, Red Rock News columns, etc.
- Know and practice ALA's Code of Ethics.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Familiarity with Anglo-American Cataloging Rules, Dewey Decimal Classification system, MARC and RDA cataloging procedures.
- Shows initiative and exercises independent judgement.
- Knowledge of book classification and arrangements, professional practices, procedures, and techniques of library science.
- Strong computer and technology skills, including MS Word, Excel, PowerPoint, etc.
- Strong, effective communication skills, both verbal and written.
- Ability to analyze, troubleshoot, and resolve problems.
- Ability to work independently and as a team player.
- Knowledge of and adherence to all Community Library Sedona policies and procedures.

Education, Experience, and Training:

- Bachelor's degree in Library Science with course work in cataloging, or a combination of training, education, and experience.
- Experience working with computers and problem solving within that realm.

Physical Demands:

While performing the duties of this position, employee is frequently required to use a computer for 4-6 hours/day, frequently sit, move, or stand for office and/or event functions, and sit in and conduct meetings with individuals and groups. Employee may lift stacks or boxes of books, equipment, supplies, tables and chairs, up to 50 pounds and push heavy book carts and loaded dollies. This position also requires bending, stooping, and reaching.

Additional Information:

- The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.
- Employment subject to background check.

Send cover letter, resume & completed application to: businessoffice@communitylibrarysedona.org