

February 16, 2024

The following position is now open:

Technical Services Manager

This position has primary responsibility for the daily operations and staff of the Technical Services Department. Responsible for the operation of our ILS System. Creates original cataloging and upgrades copy catalog records, particularly for items involving difficult or unusual entries. Maintains professional cataloging standards. Works shifts on a public desk. Serves on library committees and participates in collection development activities. Participates in collection development activities. Provides statistics, data, and information for reports including the monthly Board Report and State Library Statistics. Requires a MLS from ALA accredited program. Two years relevant professional experience required and two years supervisory experience preferred.

Hours:

This is a full-time position. Generally, 8 a.m. – 5 p.m. Monday through Friday, with some evening and weekend hours. Position will participate in the scheduled weekend work rotation.

Salary begins at \$48,776.04

Employment applications may be obtained at the Circulation Desk; or Library website www.mrrl.org

APPLICATION DEADLINE: March 1, 2024 @ 5:00 P.M.

Mailing Address

PO Box 89
Jefferson City, MO 65102-0089
573.634.6064
Fax: 573.634.7028

Administrative Offices

308 East High Street
Suite 205
Jefferson City, MO 65101
573.634.6064
Fax: 573.634.7028

Main Library

214 Adams Street
Jefferson City, MO 65101
573.634.2464
Fax: 573.634.7028

Osage County Library

22 Library Lane
Linn, MO 65051
573.897.2951
Fax: 573.897.3815