

April 19, 2024

The following position is now open:

Technical Services Manager, Cataloger

This position has primary responsibility for the daily operations and staff of the Technical Services Department. Responsible for the operation of the 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. Provides statistics, data, and information for reports including the monthly Board Report and State Library Statistics. Requires a MLS from ALA accredited program. One year relevant professional cataloging experience 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](http://www.mrrl.org) Missouri River Regional Library is an equal opportunity employer, committed to diversity, M/F/D/V.

**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