



Technical Services Manager

Are you a detail-oriented leader passionate about ensuring seamless access to library resources? Do you thrive behind the scenes, managing systems and teams that make a big impact? We're looking for a **Technical Services Manager** to lead our dedicated staff in delivering exceptional service through selection, acquisition, cataloging, processing, and interlibrary loan. If you are a resilient, adaptable, and collaborative library leader who is ready for a new challenge, we would love to meet you.

This is a full-time, exempt position with regular evening and weekend shifts. This individual reports to the Library Director and has supervisory responsibilities.

ESSENTIAL FUNCTIONS:

- Supervises, trains, and evaluates Technical Services staff; fosters professional growth through mentoring and development opportunities.
- Directs the selection, acquisition, cataloging, classification, processing, and withdrawal of library materials to ensure timely and accurate access for patrons.
- Builds and supports effective work teams; promotes a collaborative and inclusive work environment.
- Manages vendor relationships, including pricing, service agreements, and delivery logistics; oversees procurement processes and ensures timely receipt of materials.
- Models and reinforces outstanding service standards; handles complex patron inquiries or escalations; serves as manager in charge when assigned.

EDUCATION AND EXPERIENCE: Master's degree in Library Science from an ALA-accredited institution (or equivalent) with five (5) years of professional library experience, preferably in technical services functions; at least two (2) years of supervisory experience is preferred.

ANNUAL SALARY: \$69,684 minimum - \$92,912 midpoint - \$116,140 maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

BENEFITS:

- Four (4) weeks of paid vacation, twelve (12) sick days, three (3) personal days, eight (8) holidays
- Up to 20% remote work allowed, pending successful completion of probationary period
- Comprehensive benefits package including health, dental, and vision insurance
- Retirement savings plan (IMRF) and optional 457b deferred compensation enrollment
- Professional development opportunities and support for continuing education and conference attendance

TO APPLY: Ready to embark on the next chapter of your library career? Submit a cover letter and resume to: hr-applicants@scpld.org, Attention: Kate Buckson, Library Director. Applications are available on our website: <https://www.scpld.org/>

The St. Charles Public Library is an Equal Opportunity Employer