

SCRANTON PUBLIC LIBRARY

POSITION DESCRIPTION

JOB TITLE: Head of Technical Services	DEPARTMENT: Technical Services
STATUS: Full Time	REPORT TO: CEO
DATE POSTED: June 10, 2026	BARGAINING UNIT: No

Summary:

Responsible for managing all aspects of the Technical Services Department which is located in the Dunmore Community Center.

General Statement of Duties & Responsibilities:

- Supervises Technical Services staff.
- Oversees the creation and maintenance of title, volume, and item level information in the SPARK database.
- Creates original MARC cataloging records when needed.
- Downloads and imports cataloging records from OCLC and other sources.
- Selects sources of copy cataloging and oversees procedures for downloading and overlaying.
- Assesses departmental and system-wide policies and procedures and recommends changes when needed.
- Serves as the primary liaison between LCLS and PaILS for SPARK-related cataloging issues.
- Compiles and distributes Technical Services statistics.
- Keeps LCLS libraries and SPL departments informed about changes in cataloging, acquisition, and processing procedures.
- Compiles reports as required by contract with LCLS.
- Appears, when requested by SPL CEO and LCLS ED, at board and leadership meetings.
- Attends, as needed, system-wide and library staff meetings to report on cataloging issues.
- Serves as main contact between the library and the Dunmore Community Center. Reports issues with facilities and environment to DCC staff, SPL Maintenance, Human Resources, CEO as the situation requires.
- Represents the library in the larger library community by participating in the Pennsylvania Library Association, SPARK committees, the Evergreen community, and other groups.
- Manages system-wide discard procedures to ensure prompt, proper elimination of records that are no longer valid.
- Creates and updates Tech Services documentation.
- Monitors the serials cataloging process in library departments and the community libraries and establishes standards for serials holdings statements.
- Monitors the process for cataloging ILL materials in library departments and the community libraries.
- Works with community partners, such as the Lackawanna Historical Society and Everhart Museum, to ensure that their holdings are kept up to date in SPARK.
- Other duties as assigned

Education and Special Skills:

- Master of Library Science (MLS) or Master of Library and Information Science (MLIS)
- Experience with ILS cataloging modules.
- Experience selecting and downloading records from OCLC.
- Familiarity with cataloging standards and systems such as MARC21, AACR2, RDA, LCSH, and DDS.
- Supervisory experience.
- Commitment to providing the library patron with an accurate and easy to use bibliographic database.
- Familiarity with current office software.
- High level of mental attention and concentration to work procedures.
- Ability to work on teams to complete projects or goals.
- Excellent verbal and written communication skills.

Benefits include:

- Salary starts at \$50-55k depending on experience.
- Generous time off benefits including; vacation, personal time, sick time, and paid holidays.
- Medical, dental & vision insurance for employee is available at a low cost. Family coverage is full price.
- Up to 5% TIAA-CREF match on retirement contributions.
- Member of Scranton city non-uniformed pension.
- Long term disability and life insurance.

Upon hiring, child abuse and criminal background checks will be conducted in accordance with state law.

To apply please email your resume to Laura Hendricks, Human Resources Manager at Lhendricks@albright.org

Applications are accepted until the job is filled.