

Orange Beach Public Library

Job Description

Title: **Technical Services Librarian**

Classification: Librarian III (\$36,990-\$47,293)

Reports to: Director

Qualifications: Four Year College Degree
Recent Library Experience
Experience with Automated Library Systems
Cataloging and Classification Experience
Basic Technology Experience

Desired: ALA Accredited MLS/MLIS
Experience with Interlibrary Loan

Duties: Primary Cataloging Duties
Primary Contact for Interlibrary Loan
Secondary Materials Processing Duties
Maintains New Book Hold Requests
Maintains New Release Bulletin Board
Evaluates Donated Library Materials
Prepares Materials for In-house Book Sales
Secondary In-House Book Repairs
Primary back-up for Computer Lab
Secondary proctoring
Secondary back-up for Circulation

Other duties as may be assigned.

Some nights and weekends required.