

**JOB BANK ENTRY  
LIBRARIAN II/ TECHNICAL SERVICES MANAGER  
FULL-TIME- (1)  
CENTRAL**

**OPENS: 3/11/2026 CLOSES: 3/27/2026**

**JOB SUMMARY**

This is a professional library position requiring knowledge of library principles, practices and policies, attention to detail, sound judgment, strong communications skills, and two years supervisory experience in a professional library position. Plans, directs and manages aspects of technical services including acquisition, cataloging, classification, processing of library materials, interlibrary loan and supervising personnel. Strong customer service skills and an excellent service philosophy are required. Employee must have the ability to substitute at other library locations as needed. Work is reviewed through conferences and on the basis of results achieved. Works under the general guidance and direction of the division head.

**EXAMPLES OF DUTIES**

- Reports to the division head for assigned department.
- Supervises assigned technical service staff members including conducting employee performance reviews, handling employee performance issues, provides training opportunities and general employee development.
- Responsible for the details of the daily administration of the assigned department by setting goals, reviewing and scheduling work assignments, workloads, and utilization of resources to maximize efficiency and productivity.
- Prepares departmental budget recommendations and manages budget in a timely and efficient manner; prepares various departmental reports, documents and correspondence and maintains departmental statistics.
- Recommends the adoption of bibliographic maintenance standards and authorities in an automated environment; develops procedures for processing all library materials.
- Develops procedures to standardize quality control and verify accuracy in bibliographic databases and library acquisitions.
- Monitors budgets for purchasing of library materials.
- Provides training to staff as needed on use of the library cataloging systems and methods.
- Assists in all facets of technical services, including cataloging, interlibrary loan, acquisitions and collection development, as required.
- Handles and resolves staff and patron complaints and problems regarding purchasing and classification decisions according to library policies and practice.
- Attends various department and system wide meetings, serves on system wide committees and task forces.
- Performs other related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

- Knowledge and practice of good customer service skills and ability to establish cordial and effective relationships with associates and patrons.

- Knowledge of contemporary bibliographic-maintenance standards and practice, including Resource Description and Access, Dewey Decimal Classification, Library of Congress subject headings, MARC, electronic ordering, resource sharing and library automation.
- Experience with OCLC, Innovative Interfaces Inc., and CONTENTdm.
- Understanding of linked data principles, including RDF and ontologies as well as emerging library applications (e.g. BIBFRAME).
- Knowledge and skill in operating computers and general office software such as Microsoft Office applications.
- Skill in coordinating various projects and delegating responsibilities appropriately
- Ability to maintain cordial and effective relationships with associates and the public.
- Ability to direct the work of nonprofessional staff, interns and volunteers.
- Strong problem-solving skills and ability to mediate patron and staff complaints.
- Excellent written oral and communication skills.

### **ENVIRONMENT/PHYSICAL REQUIREMENTS**

Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and the ability to understand information from microforms and PC monitors and the manual dexterity necessary for the regular use of PCs; ability to maneuver loaded books trucks weighing at least 100 pounds; ability to stoop, twist, turn, and move materials from place to place in the library; ability to lift moderate weight of up to 50 pounds is required.

### **MINIMUM QUALIFICATIONS**

A master's degree in library and information science (MLS, MLIS) from an ALA accredited institution. A minimum of two years' experience in a professional library position working in a supervisory function is required. Background check is required.

### **HOURS, PAY AND BENEFITS**

This job position includes morning, afternoon, evening, and weekend hours, including Sundays. Employees may be required to adapt to future schedule and location changes depending on library needs. The City of Birmingham offers a competitive compensation and benefits package, including:

- 80 hours biweekly, Grade 25 - Salary: \$57,595.20 (starting salary is commensurate with education and experience)
- A City-sponsored pension retirement plan. The City of Birmingham provides a Tier 3 "defined benefit" plan where employee retirement payments are computed using a formula that considers several factors, such as length of employment and salary history.
- Excellent medical insurance with employee monthly contribution as low as \$32.50/month
- Dental insurance
- Vision insurance
- Behavioral health plan

- Group Term Life & AD&D Insurance, Voluntary Term Life & AD&D, Whole Life Insurance, and Short-term Disability options
- Paid vacation and sick leave
- Generous holiday schedule
- Membership and admission benefits for City attractions such as the Birmingham Zoo, Birmingham Museum of Art, Southern Museum of Flight, and more.

### **METHOD OF APPOINTMENT**

Applicants must register and apply at the Alabama Career Center

<https://alabamaworks.alabama.gov>. The application will be forwarded to the Birmingham Public Library Personnel Officer. Library employees need not go through the Alabama Career Center but can submit applications directly to the Library Personnel Office. A resume must be submitted prior to the interview. Qualified applicants may be contacted for an interview. You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library. Position available immediately.

*This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.*

**Equal Opportunity Employer**