

## **Pittsburgh Theological Seminary**

### **HEAD OF TECHNICAL SERVICES/ LEAD CATALOGER**

Pittsburgh Theological Seminary, a graduate professional institution of the Presbyterian Church (U.S.A.), is looking for a creative, lively and forward-looking person to lead, coordinate and administrate the Library's Technical Services Department, encompassing Cataloging/Metadata Services, Serials/Electronic Resources, and Bindery/Physical Processing.

#### *Position Summary:*

The Head of Technical Services Librarian will plan, coordinate and facilitate all aspects of technical services including cataloging, serials, and materials processing. Responsibilities include original and copy cataloging of print, non-print, and electronic formats in OCLC and the library's Innovative Interfaces' Millennium system; authority control; binding and preservation of print and non-print materials; supervision and training of other professional and paraprofessional staff and student assistants.

#### *Qualifications:*

The successful candidate will have an ALA-accredited MLS and a history of significant cataloging experience preferably in an academic setting; a broad knowledge of existing and emerging cataloging standards and best practices, including those for serials and electronic formats; demonstrated computer competency; a facility for working in a team-oriented environment. Supervisory experience required as well as strong interpersonal and communication skills, and attention to detail. Reading knowledge of foreign languages especially German highly desirable. A minimum five (5) years' experience in related positions is normally required. Theological training and experience in an academic theological library is highly desirable.

Salary commensurate with experience. Benefits package includes TIAA-CREF, medical and dental.

#### *Application Information:*

Priority consideration will be given to submissions received by September 1, 2011. The position will remain open until filled. Apply by sending cover letter and CV to:

Mrs. Lee Bognar  
Business Office  
Pittsburgh Theological Seminary  
616 North Highland Ave.  
Pittsburgh PA 15206