Pittsburgh Theological Seminary

HEAD OF TECHNICAL SERVICES/ LEAD CATALOGER

Pittsburgh Theological Seminary, a graduate professional institution of the Presbyterian Church (U.S.A.), invites applications for the full-time position of Head of Technical Services/ Lead Cataloger of the Clifford E. Barbour Library.

Position Summary:
The Head of Technical Services Librarian will organize, oversee and report on 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, 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 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/or 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 December 31, 2010. 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

Pittsburgh Theological Seminary is an Equal Opportunity Employer.