

Tennessee Secretary of State
Tre Hargett



Division of Human Resources & Organizational Development
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Director of Human Resources

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Librarian I
Tennessee Department of State
Library Collection Services

Mission: The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: Director of Library Collection Services.

Education and Experience:

- Master's degree in Library/Information Science from an accredited institution required.
 - With appropriate experience, candidates in the final semester of accredited degree programs may be considered.
- Minimum of one year's experience in cataloging.

Job Summary:

- Performs copy cataloging for multiple projects in all formats.
- Performs original cataloging for specific projects and formats as determined by the Head Cataloger (Librarian II) and the Director.
- Reviews and resolves bibliographic issues.
- Performs average to complex physical processing activities.
- Participates in professional organizations and professional development activities in support of the Library & Archives mission and strategies.
- Maintains knowledge of new technologies and standards related to the management of collections, systems, and metadata.
- Serves on Library & Archives committees and working groups as needed.
- Participates in developing training and quality control methodology for Library Assistants.
- Monitors shelving activities, weeding, and surplus processes.
- Participates in and monitors ASRS accessioning of LCS materials using the Dematic Document Management System and Symphony ILS.
- Participates in and monitors ASRS materials requests, fulfillment, and return using the Dematic Document Management System and Symphony ILS.
- Provides required reporting and statistics.

Knowledge and Skills:

- Basic knowledge of library standards and best practices for descriptive cataloging, classification, subject assignment, and authority control.
- Basic knowledge of MARC record structure.
- Basic knowledge of LC Classification and/or SuDoc Classification.
- Basic knowledge of Library of Congress Subject Headings.
- Experience in bibliographic search techniques using OCLC Connexion and library catalog search functions.
- Basic knowledge of LC Classification and/or SuDoc library shelving guidelines,
- Experience in copy cataloging using OCLC Connexion and Integrated Library System (ILS) cataloging modules.
- Experience in original cataloging of monographs and serials using OCLC Connexion and ILS cataloging modules.
- Ability to perform average to complex physical processing and preservation activities.
- Experience and proficiency in the use of Microsoft Outlook, Word, and Excel.
- Experience and proficiency in verbal and written business communication.

Abilities:

- Ability to establish and maintain effective working relations within the section and with other departments in the building.
- Ability to assume leadership roles as may be necessary.
- Ability to adapt to change and help other staff members through change.
- Ability to be a positive influence within the building and the section.
- Ability to plan, organize, and coordinate activities within the section.
- Ability to supervise, train, and delegate tasks.
- Ability to be a positive influence with the building and section.

Physical Requirements:

- Ability to lift a minimum of twenty (30) pounds and move loaded book trucks (about 180 books)
- Ability to bend and lift materials onto stacks both in high and low positions
- Ability to work in stack environment with books that contain dust and other allergens.

To Apply: Email your cover letter and resume to the Division of Human Resources at sos.hr@tn.gov. Please include the position you are applying for in the subject line.

Salary: \$42,000 annually plus the State of Tennessee benefits package.