

Spokane County Library District

CLASSIFICATION: E19

POSITION TITLE: Collection Services Manager

GENERAL PURPOSE:

Plans, organizes, directs, and manages District collection development and maintenance, technical services, and interlibrary loan functions.

POSITION SUMMARY:

The Collection Services Manager is responsible to the Director for customer-focused library materials acquisitions, cataloging, processing, interlibrary loans, bibliographic database maintenance, and serials control that reflect the District's Balanced Scorecard. May serve as manager-in-charge in the Director's absence.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, organizes, directs, and evaluates collection development and maintenance, technical services, and interlibrary loan functions in a manner consistent with Balanced Scorecard mission, goals, and tactics; analyzes system-wide collection development and technical services needs and recommends changes in policies, procedures, practices, equipment, budget, and/or staffing to meet those identified; analyzes and reports collection-related data; researches, plans, and implements methodologies to increase efficiency and lower cost and turnaround time for materials acquisition, cataloging, and processing.

As a member of the District's Management Team, assists in formulating district-wide policies, procedures, programs and services; develops and administers the annual budget for library materials, department personnel, furnishings, equipment and supplies.

Researches, evaluates, selects, and purchases fee-based databases, other electronic information products and emerging technologies, and new formats.

Collaborates with the Branch Services Managers, IT Manager, and Adult/Youth Services Supervisors regarding collection-related issues.

Identifies staff training needs, develops training plans, and coordinates training programs.

Maintains knowledge of current trends, developments, and issues in collection development, technical services, and interlibrary loan, as well as in librarianship and library management; participates in professional organizations, in-service training conferences, workshops, and seminars as appropriate.

Interacts with district staff, peers, and members of the public in a professional and respectful manner.

Attends work on a regular and dependable basis.

OTHER JOB FUNCTIONS: Performs other duties as may be assigned in support of the District's mission.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed trial period, and afterwards, for continued employment.)

Knowledge of:

- Public library resources, programs, and services.
- Management principles and practices including program planning, evaluation, budgeting, and supervision, strategic planning and management by objectives.
- Fundamental principles and practices of collection development, readers' advisory, reference, and technical services.
- Principles of intellectual freedom and open access.

- Library and office computer systems and web applications

Ability to:

- Plan, organize, develop, evaluate, and modify operations and procedures and recommend improvements;
- Organize and express ideas effectively in oral and written communications;
- Think critically and creatively; develop programs of action, and carry them through to their successful conclusion;
- Use problem solving skills, initiative, and sound judgment;
- Prepare clear and concise statistical and narrative reports;
- Make effective presentations;
- Establish and maintain effective working relationships with staff members and the public;
- Provide quality services in a cost-effective manner and recommend improved methods of performing the work;
- Travel to library branches and other locations within the District's service area using own transportation;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

Persons applying for a position of this class should have:

M.L.S. or equivalent and the Professional Librarian's Certificate issued by the Washington State Library (or its predecessor) as required by RCW 27.04.055, which must be presented by the date of appointment.

Five years progressively responsible professional public library management experience primarily in public services and/or collection development with at least three years recent professional public library management experience; or advanced training in the areas of administration and/or supervision of library programs and personnel may substitute for up to one year of the experience.

Working knowledge of pcs, office software (Microsoft Office preferred), the Internet, and integrated library system software.

Should be able to successfully pass a background check.

Possession of a valid driver's license and normal risk insurability.

ILLUSTRATIVE EXAMPLES OF THE TYPES OF TOOLS/EQUIPMENT THAT MAY BE USED BY A PERSON IN THIS CLASSIFICATION:

Personal computer, including word processing, database, spreadsheet, e-mail and calendar programs; integrated library system; vendor websites and interfaces; PDA and cell phone; office equipment such as a calculator, telephone, copy machine, and fax machine.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. However, moderate bending and stretching is required while reviewing materials from book

trucks and shelves in the department and weeding in branches. Some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion may be required to lift office supplies or library materials. Hearing, speaking, and listening to individuals and groups in person and by telephone; reading materials in print and electronic format; using a keyboard, mouse and viewing a computer monitor; meeting deadlines, frequent interruptions, and working under moderate levels of stress are illustrative of the mental and physical requirements of the position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt

Salary Range: E19

Revised: 08/04/09 mjw