

<b>Job Title</b>	Collection Services Director		
<b>Reports to</b>	Executive Director	<b>Supervises</b>	Collection Development Librarian Collection Services Manager
<b>FLSA/WMWA Status</b>	Not eligible for overtime	<b>Remote Work Status</b>	Eligible for remote work
<b>Revision Date</b>	February 2025	<b>Compensation Band</b>	D1
<b>Required</b>	Background & driver license check WA State Professional Librarian Certificate		

**Job Overview**

Working with the Executive Director as a member of the District’s Leadership Team, this position plans, develops, organizes, evaluates, directs, and manages the District’s Collection Services department in a manner that supports the District’s strategic plan, mission, goals, and objectives.

Provides guidance and advice regarding District operations and services; formulates District-wide policies and procedures participates in the strategic and long-range planning for the operation and future development of the District.

<b>Qualifications</b>	
<p>The ideal candidate will be able to build relationships at all levels, have a Masters in Library &amp; Information Science (or equivalent), five years progressively responsible professional public library experience, three years of public library management experience, with two years of both collection development and supervisory experience. The District may accept an equivalent combination of education and experience in lieu of the above.</p>	
Ability to	Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to library services.
	Communicate effectively with staff and customers
	Develop system wide policies, procedures, and services.
	Effectively communicating District messaging to various audiences
	Establish and maintain effective working relationships with subordinates, other District officers, Board of Trustees, library Executive Director and the public.
	Establish and maintain successful team relationships
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds.
	Follow directions and work quickly and accurately to meet deadlines.
	Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
	Maintain confidentiality of information
	Model behavior for high levels of service.
	Organize and express ideas effectively in verbal and written communication
	Positively represent the District within the community
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings.
Use initiative, problem-solving skills, and sound judgement	
Knowledge of	Alphabetic, numeric and/or alphanumeric order
	Dewey Decimal system of classification
	Effective interpersonal communication and persuasion techniques
	Fundamental principles and practices of collection development, readers’ advisory, reference, and technical services
	Library services and resources
	Management principles and practices including program planning & evaluation, budgeting, supervision, and strategic planning
	Management principles and practices including program planning, evaluation, budgeting, and supervision, strategic planning, and management by objectives
	Microsoft Office and other software applications

	Principles and methods of supervision, management, and training.
	Principles of intellectual freedom and open access
	Public library resources, programs, and services
	Strategic planning, including goal setting, and resource allocation
Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes.

### Job Duties

*The duties listed are intended only as illustrations of the 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.*

As part of the Leadership Team:

- Oversees and directs the functions of the Collection Services (CS) department.
- Plans, organizes, directs, and evaluates collection services to meet the District's mission, goals, and objectives; analyzes needs and implements changes to procedures, practices, equipment, facilities and or staffing to meet identified needs.
- Develops and administers the annual budget for the CS department, approves expenditures as needed
- Maintains knowledge of current trends, developments, and issues in collection services. Informs the Executive Director and Leadership Team as necessary; makes recommendations for follow up
- Drafts new policies and edits existing policies for submission to the Board of Trustees, drafts procedures
- Oversees and evaluates statistical data to analyze use of assigned department; prepares relevant reports; Identifies and implements systems for improving process efficiency and effectiveness
- Develops, implements, and administers Collection Services programs, policies, and administrative procedures that complement the District's mission and strategic objectives.

Researches and evaluates emerging technologies and new formats for inclusion in the District's materials collection. Oversees materials acquisition including type, format, number of items, and distribution to each District library. Reviews procedures for allocation, selection and labeling of materials; implements improvements as needed.

Analyzes system-wide collection development and technical services needs and recommends changes in policies, procedures, practices, equipment, budget, and/or staffing to meet identified needs.

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.

Develops and administers the annual budget for the Collection Services department Monitors and approves expenditures as necessary. Oversees the allocation of the annual materials budget to various accounts; monitors budget to ensure expenditures do not exceed allocations.

Maintains District-wide collection according to District selection policies and in response to current interests and demands. Collaborates with the Operations Director, IT Manager, Operations Manager and Public Services Managers regarding collection-related issues. May perform selection functions.

Oversees and evaluates statistical data to analyze use of the collection; prepares relevant reports; Identifies and implements systems for making selection tasks efficient and effective.

Establishes procedures to respond to customer demands for materials. Addresses and resolves customer inquiries and complaints regarding the District's collection development policy.

Confers with vendors regarding library materials and equipment; negotiates pricing discounts; monitors the quality of service provided by vendors; maintains vendor relationships.

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.

Enforces the Code of Conduct

Works to resolve internal and external customer issues effectively and with a customer-first mentality; refers to other departments or staff as necessary

In addition, this position may:

- Clean & disinfect common and shared work areas
- Perform seasonal tasks such as shoveling snow and spreading ice melt

Performs other duties as needed or as directed

**Supervisory Responsibilities**

*The supervisory responsibilities listed are intended only as illustrative. The omission of specific responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Participate in the hiring process

Provide constructive feedback and on-time performance evaluations

Identify training needs and recommend/assign training to meet those needs

Set priorities and expectations

Serve as a positive role model, embracing change, in order to motivate and coach staff to grow and further their skills

**Work Environment**

Work is performed in an office environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur. Occasionally work must be performed in high, precarious places. Occasional exposure to the risk of electrical shock may occur

**Physical Demands**

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing up to 200 pounds on a wheeled cart or hand truck.

**Psychological Demands**

Make decisions, supervise staff, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.