

Position Title	Collection Services Director		
Working Title			
FLSA Status	Exempt	Job Code	1928
Salary Band	D1	Revised	1/2019

### General Purpose

Plans, organizes, directs, and manages the District's materials selection, collection maintenance, acquisitions, cataloging, processing, distribution and interlibrary loan functions in a manner consistent with the District's mission, goals, and strategic plan.

### Illustrative Examples of Duties and Responsibilities

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.

Interviews, selects, and hires new employees for the department; directs, plans, assigns and determines the manner of work performed.

As a member of the District's Executive Leadership 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.

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.



www.sclld.org  
 Administrative Offices  
 509.893.8200  
 fax 509.893.8472

Airway Heights Library  
 509.893.8250  
 Argonne Library  
 509.893.8260

Cheney Library  
 509.893.8280  
 Deer Park Library  
 509.893.8300

Fairfield Library  
 509.893.8320  
 Medical Lake Library  
 509.893.8330

Moran Prairie Library  
 509.893.8340  
 North Spokane Library  
 509.893.8350

Otis Orchards Library  
 509.893.8390  
 Spokane Valley Library  
 509.893.8400

Oversees the allocation of the annual materials budget to various accounts; monitors budget to ensure expenditures do not exceed allocations.

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.

Performs other related duties as necessary.

## Supervision

Reports to: Executive Director

Supervises: Collection Services Manager, Collection Development Librarian(s), and Collection Services Associate - Interlibrary Loan

## Minimum Qualifications

### Required

- M.L.S. or equivalent
- Professional Librarian's Certificate issued by the Washington State Library (or its predecessor) as required by RCW 27.04.055
- Five years progressively responsible professional public library experience in public services
- Three years recent professional public library management experience

### Preferred

- Two years recent collection development experience

The District may accept an equivalent combination of education and experience in lieu of the above requirements. 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.

## Necessary Knowledge, Skills & Abilities

### 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.



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- Fundamental principles and practices of collection development, readers' advisory, reference, and technical services.
- Principles of intellectual freedom and open access.

Skill in

- Use of PCs, office software (Microsoft Office preferred), the Internet, and integrated library system (ILS) software.

Ability to

- Plan, organize, develop, evaluate, and modify operations and procedures and recommend improvements.
- Organize and express ideas effectively in oral and written communications.
- Prepare clear and concise statistical and narrative reports.
- Make effective presentations.
- Establish and maintain effective working relationships with staff members and the public.
- Consistently demonstrate quality customer service behavior(s).
- Interact in a professional and respectful manner with District staff and the public.
- Maintain confidentiality of employee information.
- Establish and maintain effective working relationships in a team environment.
- Use initiative, problem-solving skills, and sound judgment.
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**Work Environment/Physical Demands**

Work is performed primarily in an office environment while sitting/standing at a desk for extended periods of time. Moderate stress may be encountered due to heightened library activities or intense customer interactions. Meeting deadlines, frequent interruptions, and working under moderate levels of stress are illustrative of the environmental requirements of the position.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck.

**Special Requirements**

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.



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