

Position Title	Collection Services Manager		
Working Title			
FLSA Status	Exempt	Job Code	1675
Salary Band	MP4	Revision Date	1/2019

General Purpose

Working independently with minimal guidance, this position plans, directs, and manages the acquisition, cataloging, classification, and processing of library materials.

Illustrative Examples of Duties and Responsibilities

Performs original and copy cataloging, database maintenance and authority control, and data extraction and analysis.

Monitors, maintains and ensures optimal operation of the bibliographic and authority databases; maintains cataloging authority files to ensure correct catalog records; coordinates with IT to evaluate, test and configure local indexing parameters.

Recommends new or revised procedures to enhance acquisitions, cataloging, classification, materials processing and bibliographic and authority database management.

Generates acquisitions, collection, and materials budget reports, and other reports as required.

Assists in budget planning and preparation related to acquisitions, cataloging, and materials processing; monitors expenditures.

Monitors and maintains acquisition system including library materials funds and Electronic Data Interchange (EDI); coordinates with the ILS Administrator to assure proper function of the EDI system.

Works with authority control vendor in maintaining authority records.

Creates and maintains serial control records on local system. Works with public services staff in resolving serial control issues.

Performs other related duties as needed.

Supervision

Reports to: Collection Services Director

Supervises: Collection Services Specialist – Cataloging; Collection Services Assistant



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

Minimum Qualifications

Required

- Master's Degree in Library Science or equivalent
- Professional Librarian's Certificate issued by the Washington State Library
- Five years recent professional level experience in library collection services
- Two years recent supervisory experience.

Preferred

- Public library experience
- SirsiDynix Symphony experience

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

Necessary Knowledge, Skills & Abilities

Knowledge of

- OCLC, AACR2, RDA, MARC formats; descriptive cataloging practices; authority control, Dewey classification, Library of Congress Subject Headings, and serial control.
- Principles and practices of public library technical service functions, including bibliographic utilities, authority control, and acquisitions management.
- Principles and practices of supervision, organizational development, and leadership management.
- Principles of intellectual freedom and open access.

Skill in

- Use Microsoft Office applications, Integrated Library Systems, and the Internet.

Ability to

- Work effectively with co-workers and other District staff members.
- Manage detail, set priorities, meet deadlines, and maintain confidentiality.
- Use initiative, problem solving skills, and judgment.
- Communicate effectively both orally and in writing.
- Maintain confidentiality of privileged or sensitive information.
- Establish and maintain effective working relationships in a team environment.
- Interact in a professional and respectful manner with District staff and the public.
- Consistently demonstrate quality customer service behavior(s).



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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. This position requires frequent public contact. Moderate stress may be encountered due to heightened library activities or intense member interactions. The noise level is usually moderate.

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.

The duties listed above 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.

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.



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