

Position Title	Collection Services Director		
Working Title			
FLSA Status	Exempt	Payroll Code	1928
Salary Band	D1	Revised	01/2022

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.

Serves as a member of the District’s Leadership Team; provides guidance and advice regarding District operations and policies; participates in the strategic and long-range planning for the operation and future development of the Library District.

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.

May clean and disinfect work and common areas.

May perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other duties as necessary.

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.

Supervision

Reports to	Executive Director
Supervises	Collection Services Manager Collection Development Librarian

Qualifications

Required	Master's in library & Information Science or equivalent
	Professional Librarian's Certificate issued by the Washington State Library

The ideal candidate will have the following, in addition to the above: Five years progressively responsible professional public library experience, with three years professional public library management experience and two years recent collection development experience in a public library.

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

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
	Fundamental principles and practices of collection development, readers' advisory, reference, and technical services
	Principles of intellectual freedom and open access
Skill in	Use of Microsoft Office and other software 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.
	Prepare clear and concise statistical and narrative reports.
	Make effective presentations.
	Establish and maintain effective working relationships with staff members and the public.
	Communicate effectively with staff and others, both orally and in writing
	Consistently demonstrate quality customer service behavior(s).
	Interact in a professional and respectful manner with District staff and the public.
	Maintain confidentiality and maintain confidential data and information.
	Establish and maintain effective working relationships in a team environment.
Use initiative, problem-solving skills, and sound judgment.	

Work Environment

Work is performed primarily in an office environment. The noise level is usually quiet to moderate.
Work may be performed outdoors and exposure to extreme weather conditions may occur.

Remote Work

Eligible for remote work

Physical Demands

An individual performing the duties in this position may be required to sit, stand, walk, stoop, kneel, reach, bend, and/or crouch for extended 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

Background check required, per policy

Must have valid driver's license and required insurance when operating a privately owned vehicle for business purposes.

Must be able to travel to various locations to perform work, and/or attend work-related meetings, workshops, or conferences.

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.