

Position Title	Collection Services Manager		
Working Title			
FLSA Status	Exempt	Job Code	1675
Salary Band	MP4	Revision Date	01/2022

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.

May clean and disinfect work and public areas.

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

Performs other related duties as needed.

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	Collection Services Director
Supervises	Collection Services Specialist – Cataloging Collection Services Assistant

Qualifications

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

In addition to the above requirements, the ideal candidate will have five years recent professional level experience in library collection services, supervisory and public library experience and experience using SirsiDynix Symphony.

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

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
	Principles of intellectual freedom and open access
Skill in	Library services and resources.
Skill in	Use of Microsoft Office and other software applications
Ability to	Communicate effectively with staff and others, both orally and in writing
	Consistently demonstrate effective customer service behavior(s);
	Interact in a professional and respectful manner with District staff and the public
	Maintain confidentiality of customer information;
	Establish and maintain effective working relationships in a team environment;
	Use initiative, problem-solving skills, and sound judgment
Work quickly and accurately; follow directions; meet deadlines.	

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 stand, walk, stoop, kneel, reach, bend, and/or crouch for extended periods of time; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand 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.