

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Job Title	Collection Services Manager		
Reports to	Collection Services Director	Supervises	Collection Services Specialist Cataloging Associate Collection Services Associate
FLSA/WMWA Status	Eligible for overtime	Remote Work Status	Eligible for remote work
Revision Date	February 2025	Compensation Band	MP4
Working Hours	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
Required	Background & driver license check Washington State Librarian Certificate may be required		

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

Qualifications	
The ideal candidate will be able to build relationships at all levels; have five years' professional-level experience in cataloging and 5 years' experience in public library collection services, with two years supervisory and public library experience. Master's Degree in Library & Information Science preferred. The District may accept an equivalent combination of education and experience in lieu of the above.	
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
	Establish and maintain successful team relationships
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or background.
	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
	Interpret, apply, and support system wide policies, procedures, and services
	Maintain confidentiality of customer information
	Model behavior for high levels of service
	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
	Work with and troubleshoot office machines, such as copiers
Knowledge of	Alphabetic, numeric and/or alphanumeric order
	Dewey Decimal system of classification
	Library services and resources
	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 collection functions, including bibliographic utilities, authority control, and acquisitions management.
Other	Principles of intellectual freedom and open access
	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.

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

Works collaboratively with Digital Services Manager, ILS Administrator, Operations Manager, Public Services Managers, Operations Manager, and/or Managing Librarians on collection development and maintenance issues.

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.

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

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

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

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.

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.
- Sort and shelve library materials.
- 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.

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.