



EMPLOYMENT OPPORTUNITY

Position Title: Collection Development Manager

Date of Posting: December 14, 2016

Applications Due: January 3, 2017

Designated Position Hours: 40

Rate of Pay: Starts at \$51,354

Schedule:

- Monday-Friday 8:30-5:30 (may be adjusted to 8-5 or 9-6)
- Every third weekend Saturday 9-6, Sunday 1-5 (with schedule adjustment for weekend hours)

Summary of Position:

The Collection Development Manager is responsible for the selection and budget maintenance of all library materials in all formats and for all age groups. This position supervises our Technical Services Specialist, works collaboratively with our youth, adult, and circulation teams, and provides direct public service support in adult and youth services. BPL's materials processing takes place at another library in our consortium, so the successful candidate must be able to work effectively and professionally with outside entities and be an outstanding representative of the library with vendors and in professional settings. Excellent communication, relationship building, and project management skills are essential.

This position works closely with our community relations department, local booksellers, and large publishers to arrange an annual author visit as a signature program of the library, and also assists with the coordination of author visits throughout the year.

About the Library:

The mission of Bexley Public Library is to enlighten, engage, and inspire a community of lifelong learners. BPL is committed to providing exceptional library service in a dynamic, fun, and collaborative work environment. We build strong relationships with our patrons, community partners, and each other.

Required Qualifications:

- Master's degree in Library Science from an American Library Association accredited school AND a minimum of three (3) years of experience as a professional librarian
- Experience with collection development
- Strong relationship management and interpersonal skills
- Excellent problem solving, project-management, and organizational skills
- Must enjoy and excel at helping and working with a diverse group of patrons and colleagues
- Familiarity with current professional trends and practices, a high comfort level with a variety of technologies and social media platforms, and a thorough knowledge of print and online resources

Preferred Qualifications:

- Experience as a supervisor
- Experience working with materials vendors and interfaces (e.g., Ingram)
- Experience with budgeting

TO APPLY: You must complete an Application for Employment, which can be found online at www.bexleylibrary.org/employment. E-mail the completed application along with a copy of your cover letter, resume, and contact information for three professional or academic references to: employment@bexleylibrary.org. Bexley Public Library is an equal opportunity employer.