

Bexley Public Library
Position Description

Position Title:	COLLECTION DEVELOPMENT MANAGER (MLS)
FLSA Status:	Exempt
Reports to:	Public Services Director
Department:	Support Services
Specialization:	
Salary Range:	
Last Revision:	12/16

PURPOSE OF WORK:

Under general direction, the Collection Development Manager is responsible for evaluation, selection, maintenance, and budgeting oversight for all library materials in all formats and for all age groups. This position supervises one Technical Services Specialist; oversees collection maintenance in collaboration with library staff; effectively communicates with all relevant departments, external vendors, and consortium committees; provide public service support in adult and youth services; and works with relevant staff to coordinate author visits.

ESSENTIAL POSITION FUNCTIONS

1. Evaluates and selects materials and resources in various formats to develop and maintain the collection using professional resources, judgment, and internal collection policies and procedures
2. Manages, coaches, evaluates, and communicates effectively with the Technical Services Specialist
3. Reviews and recommends electronic resources in collaboration with library staff; manages electronic resources contracts and licenses
4. Ensures regular two-way communication with public service staff about collection needs
5. Anticipates demand for materials and ensures that materials are ordered in a timely manner
6. Monitors and manages collection budgets and tracks collection usage; prepares related presentations and statistical reports
7. Develops scope statements for collection areas and makes recommendations for the setting of collection maintenance goals in collaboration with the Public Services Director
8. Maintains strong working relationships and represents the library in a professional manner with vendors and the consortium
9. Oversees cataloging, processing, and other external contracts and relevant relationships
10. Works with public services staff to address collection maintenance concerns, assist with weeding, provide collection analysis, resolve problems, and assist in rearrangement of the collection to facilitate patron use
11. Monitors trends, best practices, and developments in the profession; shares knowledge and recommends improvements
12. Provides collection development training for public services staff
13. Works with the community relations and public service team to promote library materials internally and externally

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14. Works with the community relations and public services team to coordinate author visits
15. Provides outstanding internal and external customer service
16. Performs all duties of public service librarian, as needed
17. Performs cataloging and other materials processing duties, as needed
18. Performs additional duties including serving on task forces, committees, etc.
19. Demonstrates a positive attitude and supports library goals and objectives
20. Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization
21. Other duties as assigned

MINIMUM QUALIFICATIONS:

1. 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 with collection development responsibilities
2. Excellent verbal and written communication skills
3. Strong relationship management and interpersonal skills
4. Ability to work accurately and with attention to detail
5. Project management experience, including planning, tracking, and evaluating
6. Ability to define problems, collect data, establish facts and draw valid conclusions
7. Ability to maintain confidentiality and use appropriate judgment in handling information and records.
8. Ability to arrange items in alphanumeric and/or subject order; ability to retain and follow ILS procedures and processing methods
9. Superior working knowledge of traditional and electronic resources, including eBooks
10. High level of comfort with common web interfaces, hardware, and software including Microsoft Office Products; high level of comfort with eReaders
11. Ability to retain, follow, and explain organizational procedures, processes, policies and operations

PREFERRED QUALIFICATIONS

1. Public service experience in both Adult and Youth Services
2. Experience with the selection of Adult and Youth literature, AV materials, and resources
3. Experience with electronic resource selection
4. Experience with budgetary oversight and planning
5. Experience developing library programming or overseeing events

PHYSICAL DEMANDS

Ability to sit and use a computer for extended periods and operate standard office equipment, daily

Ability to lift and move up to thirty (30) pounds, occasionally

Ability to push book trucks with up to 150 pounds of materials on them, daily

Ability to stand for extended periods, occasionally

Ability to perform repeated reaching, bending, climbing and squatting, daily

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Travel by automobile, occasionally

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WORKING CONDITIONS

Majority of work performed in general office/library environment
Requires availability for extended hours as needed
Requires evenings and/or weekends
Requires periodic participation and attendance at events and trainings

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.

Signature: _____

Date: _____