

Collection and Technical Services Director

Due to an upcoming retirement, Stark Library, based in Canton, Ohio, is seeking an experienced collection and acquisitions leader to fill our Collection & Technical Services Director position. This role is part of the Library's system-wide leadership team and oversees all aspects of collection development, management, acquisitions, and technical services for our multi-location organization.

The Collection & Technical Services Director is responsible for providing the thought leadership and structure to Stark Library collections so they reflect the full diversity of community interests and needs across the county and represent the mission and values of the organization, as well as the core values of the library profession. The successful candidate will have an MLIS degree, deep experience with public library collection management, confidence processing and acting on collection data, and the demonstrated ability to supervise other managers.

This is a full-time (40 hours/week), exempt, managerial position, reporting to the CEO/Executive Director. Compensation includes a competitive salary commensurate with the candidate's qualifications and a generous benefits package.

If you believe you may be a good fit for this position, please complete an employment application and provide a copy of your current resume.

Job Title:	Collection and Technical Services Director	Job Code:	DIRCOLLTS
Category:	NBU	Level:	Director
Salary Grade:	E5 - Min of salary range = \$59,000	FLSA Status:	Exempt
Department:	Collection Development - Admin		
Reports to:	CEO & Executive Director		
Supervisory:	Yes	Date:	May 2021

Posted on May 18, 2021

Position Summary

This position ensures that Stark Library collections reflect the full diversity of community interests and needs across the county and represent the mission and values of the organization, as well as the core values of the library profession, such as equal access to information, intellectual freedom, and the objective stewardship and provision of information. This position develops and maintains the policies, procedures, and tools to facilitate the management of the collection across the system.

Essential Functions

1. Provide thought leadership on the Library's intellectual freedom and collection development philosophies.
2. Directs, coordinates, and evaluates the planning, ordering, receiving, cataloging, processing, and distribution of all formats in the Library's collection.
3. Formulates goals, policies, objectives, plans, and procedures for collection management.

4. Develops and maintains the Library's centralized selection plan using the concepts, techniques, and practices of professional public library collection management.
5. Regularly communicates with directors and department and branch managers on matters pertaining to collection management and their impact of local and system-wide initiatives.
6. Facilitates the choice of vendors in cooperation with the materials selection team members.
7. Responds to intellectual freedom challenges received by the Library after conferring with the appropriate Materials Selection Coordinator, the Collection Manager, and the CEO and Executive Director.
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Other Functions

1. Ensures prompt availability and complete bibliographic access to Library collections.
2. Interprets and explains Library policies, objectives, and services to community groups, business and educational leaders, publishing agency representatives, and the public.
3. Seeks opportunities to promote the Library and enhance the Library's visibility as a vital community partner.
4. Directs the weeding of collections and disposition of obsolete materials.
5. Maintains awareness of community trends and demographics to make purchasing decisions.
6. Maintains ongoing and current familiarity with the contents and general condition of the Library's overall system collection.
7. Represents the Library in the community by making presentations and serving on boards and committees.
8. Other duties as required.

Core Competencies

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| 1. Adaptability | 6. Initiative |
| 2. Communication | 7. Job Knowledge |
| 3. Customer Service | 8. Quality of Work |
| 4. Dependability | 9. Teamwork |
| 5. Ethics & Integrity | 10. Talent Management |

Technical / Functional Skills

- Strong problem-solving skills; ability to analyze data and address complex, organizational issues (e.g., scheduling and coordination of material storage and deselection)
- Knowledge of professional library theories, issues, and trends as well as familiarity with library professional publications and the literature of librarianship
- Knowledge of budgeting, supervision, personnel administration, and methods for determining community needs and interests
- Advanced familiarity with library principles, practices, services, and operations
- Ability to plan, develop, implement, and evaluate new programs, services, and procedures on a system wide basis
- Ability to perform intermediate to advanced functions using the library circulation system, service platforms, and following current procedures
- Proficiency in MS Office [Outlook, Excel, Word] or similar software and relevant business management systems such as Integrated Library System (ILS)
- Knowledge of authors, literature, publishers, new materials, review sources and publications
- Knowledge of appropriate collection management tools and standards

Qualifications

Education and Experience

- Master's degree in Library Science is required.
- An Ohio driver's license and ability to maintain a driving record that is satisfactory to the Library's liability insurance carrier is required.
- Minimum 7 years' relevant experience required.
- Minimum 5 years' supervisory experience required.
- Experience managing a library branch/satellite location or department is required.
- Experience in public library or public-sector organizations is required.
- Experience working in a union environment is preferred.

Working Conditions and Physical Requirements

- The work related to this position is performed mainly in the public and office areas of Main Library and its various branch locations across Stark County. Local travel to non-Library meetings/agencies and overnight travel may occur occasionally (monthly/quarterly).
- The library environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- The noise level in the work environment is usually quiet to moderate.
- There is no set schedule for this position, although work is generally done Monday through Friday during typical hours of operation for one's department. Management duties, including attendance at meetings and events, may require some work to be done before or after hours and on some weekends and evenings.
- Work requires the ability to lift light to medium weight objects (less than 40 pounds) and carry them short distances (20 feet or less).
- Work requires the ability to push a fully loaded book cart (typically weighing at least 20lbs or more) for distances of at least 20 feet.
- This position may require an employee to remain in a seated or standing position for extended periods of time while performing a variety of tasks.
- Employees must be able to perform repetitive hand, arm, and body movements, including typing and/or lifting books, on a continuous basis, up to eight hours per day.
- Work may require repetitively reaching overhead and bending/kneeling to sort and shelve books weighing up to three pounds.