

JOHNSON COUNTY PUBLIC LIBRARY

POSITION DESCRIPTION

TITLE:	Collection Services Manager
REPORTS TO:	Assistant Director
SUPERVISES:	Collection Services Department Staff
Salary/Benefits:	Exempt; 40-45 hours per week; paid vacation, sick & personal leave; and paid holidays.

GENERAL SUMMARY: As an exempt member of the management team, I supervise, manage and provide vision for all functions related to the Library's collection including the selection of all materials, collection development and maintenance. I analyze statistics and provide data assessments on all matters related to the collection and make purchasing decisions based on data-driven evaluation to best meet needs of the community.

PRIMARY DUTIES AND RESPONSIBILITIES:

- I create a courteous, welcoming environment based on customer service principles for all customers, internal and external
- I manage the daily operations of the Collection Services Department. I set the standards for my department and am directly accountable for the results
- I serve on the Library's leadership team (Council & Forum) as an advocate for my department
- I gather and analyze data about Library content including usage, customer satisfaction, and trends. I use data-driven evaluation to create purchasing goals for each branch to best meet the needs of the community
- I prepare and monitor annual department budgets
- I establish departmental goals. I recommend and implement policy and procedural changes
- I manage collection aspects of the integrated library system in conjunction with the Information Technology Department
- I analyze and plan for technological needs for the Collection Services Department
- I participate in the hiring and training for new employees and assure training is provided for all individuals within the Collection Services Department
- I serve as the point of contact for patrons who have questions or recommendations for our collection, including handling patron requests and requests for reconsideration
- I supervise and evaluate employee performance in my department. I set expectations for success and coach staff to success
- I oversee the development of all adult, teen, and children's collections, including material in all formats: print, audiovisual, electronic, periodical subscriptions, and Library of Things at all locations

- I oversee the selection, acquisition, cataloging, and processing of all materials ordered for all Library locations. I complete original cataloging for items when necessary
- I keep abreast of professional collection development issues by participating in electronic list services, library meetings, conferences and reading journals
- I work at the reference desks on a rotating evening and weekend schedule
- I serve as Person-In-Charge on a regular basis

SECONDARY DUTIES & RESPONSIBILITIES:

- I coordinate, compile and write monthly administrative reports
- I participate in JCPL committees and task forces. As a Council Member, I serve as a sponsor and/or leader of project teams
- I assist in composing policies and procedures
- I plan and implement department meetings
- I participate in JCPL fairs and festivals
- I attend JCPL Library Board meetings
- I participate in continuing education workshops
- I perform other duties as assigned

QUALIFICATIONS:

Education and/or Experience

- Master's degree in Library Science from an ALA accredited institution. In-depth knowledge of library services, with focus on collection management.
- Three years of management experience preferred, including supervising direct reports or five years of progressive levels of responsibility.
- Working experience with and knowledge of the selection, ordering, cataloging and processing of materials.
- Experience with all aspects of collection management including statistical analysis.

Certification

- Must have or have qualifications to obtain a minimum of a Librarian Certification 4 (LC4) and must maintain this level of certification through achieving Library Education Units.

Knowledge, Skills, Abilities

- Demonstrate ability to organize, prioritize, evaluate and complete work
- Demonstrate problem-solving skills, and exercise good judgement
- Ability to lead, challenge and oversee departmental staff responsibilities.
- Supports the principles of equity, diversity, and inclusion as outlined in JCPL's Diversity Statement
- Comfortable using/learning a variety of computer applications. Experience using an integrated library system, preferably SirsiDynix.
- Interpret and evaluate information requests
- Operate with a minimum of supervision and work collaboratively in a team
- Motivate, encourage, and support staff

- Develop training materials for staff and public
- Initiate, guide, and direct group discussions in productive manner
- Interpersonal and customer service skills
- Communicate effectively and appropriately
- Interpret policies to promote access
- Locate or help the public locate correct answers to reference inquiries
- Instruct patrons on the use of library resources
- Demonstrate ability to resolve conflicts
- Use diplomacy to establish and maintain relationships with patrons and coworkers
- Support the principles of intellectual freedom
- Maintain working knowledge of computers, printers, copiers, and any other equipment commonly utilized in a library
- Communicate effectively orally and in writing
- Manage unexpected and emergency situations
- Adapt to change
- Work with confused, unpleasant, angry, sick or injured people
- Work a varied schedule, including evenings and weekend

PHYSICAL DEMANDS:

- Ability to perform program activities to include standing, bending, stooping, walking, speaking, etc.
- Ability to use computer keyboard at standard workstation and 42” high
- Ability to read computer screens and written communication
- Ability to read, write, speak and understand the English language
- Ability to use scissors, pens and pencils
- Ability to lift and carry up to 50 pounds – books, boxes, totes
- Ability to push 120 pounds on book cart
- Ability to prepare handwritten work forms and correct bibliographic data
- Ability to open, close books, CD & DVD containers, storage containers
- Ability to drive with own transportation or have access to other transportation
- Manual dexterity
- Ability to reach up to 72” and bend to floor level

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements associated with the job.

Reasonable accommodation may be made to enable individuals with identified and communicated ADA disabilities to perform the essential functions of this job.

**Although employment with the Johnson County Public Library is for a particular position at a certain location, the Library reserves the right to reassign an employee based upon the needs of the library system.*