# Collection Services Manager

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| DEPARTMENT: | Collection Services |
| GRADE: | 71 |
| CLASS CODE: | CSMGR |
| FLSA STATUS: | Exempt |
| UNION STATUS: | Represented |
| REVISED DATE: | May 2021 |

## Summary:

Under limited supervision, The Collection Services Manager supervises all aspects of collection development and oversees the operation of Timberland Regional Library's Collections Development team. Incumbents in this position create, implement and maintain a comprehensive plan for TRL's physical and digital collection of library resources. This position supports strategic planning, allocating departmental funds and maintaining the collections budget and serves as in-charge in the absence of the Content and Access Director.

## Reporting Relationships and Team Work:

Reports to the Content and Access Director and provides daily supervision and direction to professional staff.

## Essential Duties and Responsibilities:

*Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Implements and maintains Collection Guidelines to establish direction, best practices and priorities for the collection of library resources. Coordinates with Library Managers, members of the Content and Access department, library personnel, authors, vendors and community stakeholders to ensure a relevant, balanced and diverse collection that reflects the views, interests and requirements of the greater community.
2. Selects and negotiates access to a variety of new and replacement library materials (physical or electronic) for areas of assignment according to collection development theories and practices. Assesses patron purchase requests for inclusion in the collection.
3. Aids in the development and administration of collections budget. Supports the allocation of staff, approves, monitors and reconciles expenditures and assists with effective use of TRL resources.
4. Conducts, reviews and evaluates TRL surveys and reports regarding collection health. Analyzes and tracks collection use and completes statistical analysis as needed for internal and external stakeholders. Advises on the development of policies and procedures in the

areas of collection development, materials selection, maintenance and organization of collection materials.

5. Works with TRL IT staff and vendors to monitor and maintain collection development-related modules and tools in the integrated library system (ILS).
6. Leads, coaches, supervises and evaluates Collection Development Librarians and assigned staff.
7. Performs and coordinates a variety of collection maintenance duties, including the creation of weeding and replacement schedules, evaluation of current resources, and assistance with the removal of dated, worn or damaged materials from the collection. Coordinates with departmental stakeholders regarding the selection and deaccessioning of library materials.
8. Attends and participates in departmental meetings, library committees, and conferences.
9. May perform a variety of reference, reader's advisory functions, and prepare and provide presentations or other relevant trainings as assigned or required.
10. Performs other duties as assigned or required.

## Core Skills and Qualities:
*Employees are expected to demonstrate the following qualities at all times:*

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.

## Required Knowledge, Skills, and Abilities:
*Employees are expected to perform or possess the following:*

1. Understanding and application of the following to collection development: the First Amendment; ALA's Intellectual Freedom principles and guidelines, including the Library Bill of Rights, Freedom to Read, Freedom to View; and TRL's relevant policies and procedures.
2. Principles and practices of public library technical service functions, including materials selection, collection development and maintenance practices, collection evaluation, and effective weeding practices.
3. Coordination and oversight of balanced library collections for large library systems that include a variety of subjects and resource formats.
4. Processes for preparing budgets, allocating resources and monitoring expenditure. Preparing and submitting electronic orders for library materials.
5. Principles, methods, procedures and practices of descriptive cataloging and classification.
6. The ability to interpret Library of Congress rules and subject headings, and understanding of Anglo-American cataloging rules.

7. Library computer systems, databases, and software, and the ability to explore and adapt to new technology and software as appropriate.
8. Ability to identify current trends in collection development and public library services and apply them locally to improve collection health and equitably represent community needs.
9. Knowledge of reader's advisory, general reference, and materials identification for departmental area of assignment.

### Technology Requirements:
- Strong computer skills, to include database management, word processing, creating spreadsheets, document management and organization, email applications and the internet.
- Library technology, resources, databases and software.

### Education and Experience:
Master's Degree in Library Science, and five (5) years of increasingly responsible professional librarian experience, including three (3) years of experience in collection development, one (1) year of public service experience; and a minimum of one (1) year planning for and providing work direction to others OR an equivalent combination of education and experience.

### Licenses, Certifications, and Special Requirements:
- State of Washington Librarian Certification is required.
- Must have a valid Washington State Driver's License and an acceptable driving records, OR must be able to provide own transportation to and from the job, meetings and related job sites.
  Must pass and maintain a criminal background check.

### Physical and Environmental Conditions:
- Work is performed in a library/service center environment.
- Subject to sitting, standing, walking, bending, reaching and lifting of objects up to 40 pounds.
- Must be able to lift, carry, and move library materials/equipment and courier boxes.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.