



## Content and Access Director

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DEPARTMENT:	Collection Services and Information Technology
GRADE:	76
CLASS CODE:	CADIR
FLSA STATUS:	Exempt
UNION STATUS:	Not Represented
REVISED DATE:	January 2022

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### Summary:

The Content and Access Director directs, manages, oversees, provides leadership and strategic and functional oversight in relation to the Collection Services and Information Technology departments for Timberland Regional Library (TRL). The Content and Access Director serves on TRL's Administrative Leadership Team and assumes responsibility for district operations when designated by or in the absence of the Executive Director and Deputy Director.

### Reporting Relationships and Team Work:

This position is supervised by and reports to the Executive Director. Supervises, managerial, supervisory, professional, paraprofessional and other assigned 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. Oversees the day-to-day service of the Collections Service and Information Technology departments. Plans, schedules, budgets, and coordinates activities with department managers to maintain effective, future-oriented operations for the district.
2. Manages and oversees the integrated library system (ILS), public catalog, and website for the district.
3. Develops and monitors current and future budgets of the Collection Services and Information Technology departments, with appropriate input from other key staff members before final approval.
4. Supervises staff members in the Collections and Information Technology departments. Reviews and evaluates employee performance, makes personnel decisions and participates in interviewing, hiring and training of staff members.

5. Keeps informed of current library services, library technology, collection development, collection management and management practices by attending workshops and educational programs or reading specialized literature.
6. Oversees the execution of special projects and tasks, providing updates and reports to stakeholders as necessary or requested.
7. Identifies and implements district policies, procedures, programs and services. Identifies technology tools and software applications for area of expertise to be used internally and districtwide.
8. Participates in collective bargaining and negotiations on behalf of Administration.
9. Participates in long-range and strategic planning for future development and operation of the district.

### **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.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

### **Required Knowledge, Skills, and Abilities:**

*Employees are expected to perform or possess the following:*

1. Current knowledge and understanding of the principles, methods, procedures and practices of collection management and technology trends and ability to integrate them into the district.
2. Extensive knowledge and application of the following guidelines in collection development: the First Amendment, ALA's Intellectual Freedom principles, the Library Bill of Rights, Freedom to Read, Freedom to View, and TRL's relevant policies and procedures.
3. Current knowledge of principles and practices of library science and information services.
4. Understanding of TRL's policies and procedures, and the ability to create, review, edit, draft and apply them appropriately.
5. Ability to prepare and administer budgets and to prioritize and plan expenditures to meet the needs of the organization and community.
6. Efficiency in decision-making and prioritization with operational and procedural concerns.

7. Sound judgement and the ability to identify complex problems, evaluate solutions and implement change to the benefit of the organization.
8. Ability to analyze data, processes, and procedures to develop meaningful fact-based reports and recommendations to improve service.
9. Facilitation of task forces, committees and council meetings.

### **Technology Requirements:**

- Strong computer skills, including the ability to manage and maintain financial software, word processing, creating complex spreadsheets, document management and organization, email applications and the internet.
- Knowledge of computerized information systems used to satisfactorily complete job duties.

### **Education and Experience:**

Master's Degree in Library Science plus 7 years' experience managing public library collections or operations in a variety of environments; OR an equivalent combination of education and experience which provides the knowledge skills and abilities to successfully perform the duties of this position.

### **Licenses, Certifications, and Special Requirements:**

- State of Washington Librarian Certification is required.
- Must pass and maintain a criminal background check.
- Must have a valid Washington State driver's license and an acceptable driving record, OR must be able to provide own transportation to and from job, meetings, and related job sites.

### **Physical and Environmental Conditions:**

- Work is performed in a busy, service-oriented office with frequent interruptions and under the stress of continual pressure to meet deadlines and handle competing priorities.
- Occasional travel is required to attend meetings at other sites and locations, or to participate in work-related assignments.

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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.