Job Description  

COLLECTION SERVICES MANAGER

**BASIC FUNCTION**

Plan, direct and review the activities and operations of the Collection Services Department, which includes selection, acquisition, cataloging and processing of the Library’s collection of materials and digital resources; Oversees library automation systems; coordinate assigned activities with other library services and outside agencies; participate in development of system-wide plans, policies, and procedures; provide supervision and leadership to staff.

**MAJOR DUTIES AND RESPONSIBILITIES**

*(Functions listed are intended only as illustrations of the various types of work performed. 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. Plan, manage, organize, control, and assess activities of the Library’s Collection Services initiatives and electronic data operations;
2. Collaborate with the Leadership Team to develop the strategic direction of the Collection Services Department; recommends and administers policies and procedures;
3. Maintain a comprehensive collection development plan for the Library; collaborate and develop specifications for services and online resources, including administration of selection, process, procurement, and establishment of service-level agreements in accordance with collection development plan;
4. Analyze, design, and implement department objectives to achieve the organization’s strategic goals and vision; direct and oversee evaluation of the Library’s physical and online collections and services.
5. Oversee and coordinate the Library’s Integrated Library System (ILS), Intelligent Material Management System (IMMS), and Automated Material Handling Systems (AMHS). Ensure the appropriate approval, dissemination, and maintenance of the public access catalog and all related vendor products and services; provide a public interface to customer accounts and the Library catalog;
6. Oversee system data efforts, extract and analyze data, provide internal and external financial and statistical reports;
7. Oversee the selection, acquisition, cataloging, processing and maintenance of the Library’s materials (including the “Library of Things”, the “Cake Pan Library”, and other realia) and digital resources to ensure a robust collection representative of the diverse nature of the service population;
8. Oversee systemwide circulation services, including but not limited to Interlibrary Loan (ILL), LINK+ California/Nevada cooperative resource sharing program, material recovery agency activities and other collection related services;
9. Develop and implement proposals to ensure that the library remains current with collections and services provided by other major-urban libraries and similar entities;
10. Cultivate, create, and innovate approaches for problem resolution and the delivery of services; initiate and participate in problem-identification and problem-solving across the library system;
11. Supervise staff and set clear performance expectations; assign and prioritize tasks and projects; monitor workflow; implement and administer policies and procedures; review and evaluate work;
12. Assist in recruitment and hiring; train and evaluate staff;
13. Oversee the development and administration of the collection budget; forecast funding for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments; administer approved budget including donation/gift funds for material;
14. Ensures that library customer service needs are met through analysis, community studies, customer requests, and feedback;
15. Promote the library within service area; represent the library to other agencies and organizations; make formal and informal presentations;
16. Prepares, maintains, and provides statistics and reports based on a variety of files, lists, and databases; writes letters, memos, reports, and summaries;
17. Serves as weekend “Manager-in-Charge” on a rotating basis;
18. Travel throughout the library service area;
19. Performs other duties as assigned.

QUALIFICATIONS:
Knowledge of:
1. Correct English usage, punctuation, spelling and grammar.
2. Current and emerging trends and innovations in collection management and libraries services;
3. Principles and practices of budget preparation and administration;
4. Principles and practices of goal-setting; long-term and strategic planning;
5. Principles and practices of integrated library systems, bibliographic utilities, cataloging and classification systems and acquisitions management;
6. Principles and practice of intellectual freedom, open access and the Library Bill of Rights;
7. Recruitment and selection policies and procedures; training, motivating, and evaluating personnel; correcting deficiencies; discipline and termination procedures;

Ability to:
1. Act as an effective and articulate representative of Sacramento Public Library to the public, partner agencies and local officials;
2. Act with integrity, honesty, and professionalism in all interactions;
3. Be resilient in an environment of limited resources and competing claims;
4. Communicate utilizing excellent interpersonal, oral and written communication skills;
5. Establish, articulate, and model the values of the organization;
6. Establish clear expectations and direction for staff to meet departmental and organizational goals;
7. Establish priorities, organize work; meet schedules and timelines;
8. Exercise sound judgment and make independent decisions;
9. Identify grants and funding opportunities;
10. Lead through collaboration, team building, consultation, mentoring, and coaching;
11. Learn, interpret, explain and apply Sacramento Public Library’s policies and procedures;
12. Manage and develop proposals and oversee projects;
13. Model the enthusiasm, hard-working attitude, competence, commitment to quality, and growth expected from others.
14. Motivate and engage employees through effective communication;
15. Prepare accurate and reliable documents and reports containing findings, conclusions and recommendations;

EXPERIENCE
Five (5) years’ direct experience working with a library collection and three (3) years at a supervisory level or higher is required. Previous experience with collections management or major project management is preferred.
EDUCATION
Master’s degree in Library Science from an American Library Association (ALA) accredited college or university is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED
Possession of a valid Class C California Drivers’ License and proof of satisfactory Department of Motor Vehicle (DMV) clearance is required.

OTHER REQUIREMENTS
Personal transportation for job-related travel.

WORKING CONDITIONS

Environment:
The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position will primarily be an indoor office environment.

Physical/Mental Abilities:
1. Mobility - Ability to remain in a stationary position for long periods of time while operating a keyboard; occasional movement about the inside of the office to access file cabinets, books, office machinery, etc.;
2. Move - Occasional movement of items weighing 10 pounds or more;
3. Perception - Ability to observe details at close range; frequent need for use of color perception, reading and/or close-up work;
4. Communication - Constant communication in person and on the telephone; occasionally speaking in front of large groups of people;
5. Special Requirements - Requires occasional weekend or evening work, including on-call during weekend and nights for emergencies;
6. Emotional/Psychological - Constant concentration, decision-making and public contact; ability to exercise sound judgment, especially under stressful situations; and working alone; and
7. Environmental Conditions - Occasional exposure to noise.

Hazards:
Sitting and viewing a computer monitor for extended periods of time.

The incumbent must be able to satisfactorily perform the essential functions of the position. If requested, reasonable accommodations will be made to enable an individual with disabilities to perform the essential functions of the position, absent undue hardship.

________________________________________  __________________________
Employee Signature                      Date