



## METROPOLITAN LIBRARY SYSTEM

### Job Description

**Job Title:** Collection Development Manager  
**Reports To:** Director of Collection Services and Development  
**Division:** Collection Services and Development

**Position Code:** 1034-120  
**Classification:** Exempt  
**Date:** 03/2024

#### **JOB SUMMARY:**

Under direction of the Director of Collection Services and Development, provides leadership and direction for staff in the Collection Development Department; plans, organizes and manages all operations of Collection Development-including supervising Collection Development staff; in collaboration with the Director of Collection Services and Development plans, organizes and develops the overall collection; evaluates the overall selection and management of materials for system libraries; assists in the development of policy recommendations, acts as the administrator on materials related issues in the absence of the Director of Collection Services and Development.

#### **ESSENTIAL JOB FUNCTIONS:**

- Plans, organizes and directs the general operation of Collection Development; interprets policy and procedures; schedules and conducts staff meetings; meets individually with staff as needed; delegates work to appropriate staff members; resolves daily operational issues.
- Uses effective techniques, good judgment and established organizational values, policies and procedures to resolve difficult situations with customers.
- Champions the Library's strategic goals and initiative with the system's mission, vision and core values in mind and executes short and long-term objectives
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws, including scheduling and training, planning, assigning and directing work; communicating with staff and providing feedback, monitoring and appraising performance; addressing complaints and resolving problems.
- Participates in hiring staff, in conjunction with the Director of Collection Services and Development and the Human Resources Department.
- Communicates effectively with staff at all levels, including Collection Development staff as well as staff in libraries and other departments.
- Prepares annual budget requests for the department including personnel, services, supplies, and equipment; coordinates and monitors expenditures.
- Assists the Director of Collection Services and Development in preparing the materials budgets for all libraries and departments; monitors expenditures. Assembles information needed to make recommendations for materials budget; coordinates staff in making budget recommendations for their areas of responsibility.
- Works with the Director of Collection Services and Development and Library Management Teams to research, plan, organize, and develop collection plans for the overall collection using relevant data from a variety of informational and statistical sources; determines collection strengths and weaknesses.
- Utilizing the principles of evidence-based selection, monitors and oversees the evaluation, selection, maintenance and withdrawal of materials for the library system; consults with library managers and other staff regarding these areas.
- For specific areas of the collection, selects all materials purchased for placement in the system libraries within budget limits according to community needs; selects materials in a variety of formats, including print, AV, and electronic material; negotiates and recommends Internet site license agreements for the system as assigned.
- Maintains awareness of national, state and local developments to proactively anticipate customers' requests.
- Visits each library, reports observations and makes recommendations for improvement of the collections.
- Monitors vendor performance and may negotiate with vendors on behalf of the library as assigned. Serves as contact and account administrator for vendor databases and services which benefit collection development staff in selections and order management.
- Communicates with the Business Office regarding grant funds, expends and monitors grant spending to ensure grant requirements are fulfilled.
- Assists in developing collection related policies and procedures and conducts ongoing evaluations of the collection development process in conjunction with the Director of Collection Services and Development and other management staff.
- Interprets materials policies and procedures to customers; drafts replies to written customer comments about materials.

- Maintains awareness of developments and trends in libraries through reading pertinent literature and participating in professional associations and continuing education.
- Designs and implements training of library staff in collection management policies and procedures; plans and conducts workshops in cooperation with other Collection Development staff and the Learning and Development department; provides ongoing assistance and guidance to Public Services staff on collection management.
- Attends meetings and relays information to staff, leads and participates in local and system-wide staff meetings, engages in committee/team work and completes training as necessary/required.
- Works cooperatively with the Director of Collection Services and Development, Collection Services Manager and Collection Processing Manager to improve the overall operations of materials services and to provide quality service to customers.
- Confers with and makes recommendations to the Director of Collection Services and Development on operational problems and/or changes, long range planning and personnel as needed.
- Drives personal vehicle to and from various locations.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required; and completes required safety training each quarter.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library users' records and the code of professional ethics.
- Performs other related duties as assigned.

#### **MATERIAL AND EQUIPMENT USED:**

- Computer
- General office equipment
- Internet or other electronic resources
- Vehicle (personal)

#### **SUPERVISORY RESPONSIBILITY:**

- Supervises Collection Development staff.

#### **INTERACTION:**

- Interaction with all levels of staff and the general public.

#### **MINIMUM QUALIFICATIONS REQUIRED:**

- Master's degree in Library Studies/Information Science from an ALA-accredited college or university; and,
- Four to six years of progressively responsible related experience in a public library involving collection development responsibilities, with a minimum of two years of supervisory experience.

#### **Licenses and Certifications:**

- Current State Driver's License
- Acceptable Driving Record
- Current Motor Vehicle Insurance

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Administrative principles and practices including goal setting and program budget development and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Extensive knowledge of library practices, policies, procedures and equipment.
- Principles and practices of library science, technology and management.
- Library materials, in a variety of formats, and publishers.
- Basic budgetary principles and practices.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Methods and techniques of research, statistical analysis and report presentation.
- Outcome-based planning and evaluation.
- Evidence based selection.
- All computer applications and hardware related to performance and the essential functions of the job.

**Skill in:**

- Planning, organizing, assigning, coordinating, directing, reviewing and evaluating the work of staff.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Using tact, discretion, initiative and independent judgment.
- Analyzing and resolving office administrative situations and problems.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Using critical thinking-logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Communicating ideas and thoughts clearly and effectively to ensure understanding.
- Using exceptional interpersonal and leadership skills that build and maintain strategic relationships with internal and external customers.
- Hiring, motivating, developing and directing staff in a collaborative team environment.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintaining professional objectivity when making decisions on materials dealing with controversial issues or when handling customer comments about library materials.

**Mental and Physical Abilities:**

- Analytical abilities are required to integrate and interpret data from various sources and to plan, develop and implement strategies.
- Ability to analyze complex technical, scientific and/or administrative problems, evaluate alternative solutions and adopt effective courses of actions.
- Mental/visual endurance to sustain periods of concentration while working under pressure or deadlines and constant interruptions.
- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, and lift and/or move up to 10 pounds.
- While performing the essential functions of this job the employee is occasionally required to walk, stand, and lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.
- This position is eligible for Core and Emergency telework.

**SUMMARY STATEMENT:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.