



## METROPOLITAN LIBRARY SYSTEM

### Job Description

<b>Job Title:</b>	<b>Collection Development Supervisor</b>	<b>Position Code.:</b>	<b>1126-112</b>
<b>Reports To:</b>	<b>Collection Development Manager</b>	<b>Classification:</b>	<b>Exempt</b>
<b>Division:</b>	<b>Collection Services and Development</b>	<b>Date:</b>	<b>03/2024</b>

#### **JOB SUMMARY:**

Under general direction of the Collection Development Manager, provides highly technical support for the Collection Development department; assumes responsibility for ordering library materials selected for purchase; manages standing order plans and assists with selecting material for a specific area of the collection; coordinates the procedures and workflow of this process among staff; creates and maintains orders; approves invoices for payment; resolves problems with orders and invoices; supervises Collection Development technicians.

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

- Champions the Library's strategic goals and initiative with the system's mission, vision and core values in mind.
- Evaluates workload of staff, department priorities, and deadlines; organizes logistics and resources to meet deadlines and maintain quality.
- Orders materials selected for purchase from a variety of vendors; determines appropriate vendor and creates order records; quality checks orders for accuracy.
- Resolves workflow problems with other collection services departments.
- Coordinates orders of titles suggested for purchase by customers; determines appropriate vendor and places orders for selected titles; places reserves for customers.
- Analyzes system holds lists; determines titles needing additional copies to meet service goals.
- Designs and prepares reports, charts, and/or tables from statistical data to meet general specifications and to present information in an easy to read format; researches and assembles a variety of data for incorporation into various reports. Shares data with staff and other departments under the direction of the Collection Development Manager.
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including scheduling, managing and approving payroll time entries and leave requests for direct reports; planning, assigning and directing work; communicating with staff; monitoring and appraising performance; addressing complaints and resolving problems; providing coaching and mentoring for direct reports; and training staff as necessary on basic job functions.
- Creates and maintains procedures manual for Collection Development technicians and communicates changes to staff.
- Determines titles to order from standard replacement lists, using established guidelines.
- Manages standing order plans.
- Assists with selecting material for a specific area of the collection as assigned by the Collection Development Manager.
- Approves invoices for payment; verifies accuracy of invoices for continuations, periodicals, and databases as they are received; updates computer records. Researches changes in prices and other subscription terms for standing order plans and periodical subscriptions for manager in preparation for annual budget requests.
- Resolves problems with orders, including canceled orders; consults with department management staff and/or with vendors. Investigates long-outstanding purchase orders and determines appropriate action.
- Interprets library resources, policies, and procedures for library staff.
- Researches and answers technical/specific questions, provides information, and resolves complaints and problems.
- Performs a variety of Collection Development related special projects.
- Participates in hiring Collection Development technicians for location under the guidance of the Collection Development Manager and Human Resources.
- Maintains sufficient inventory and orders office supplies, equipment, etc., for department usage. Coordinates the order process including the preparation of purchase orders; receipt and verification of goods.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.

- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library customers' records and the code of professional ethics.
- Performs other related duties as assigned.

**INTERACTION:**

- Interaction with all levels of staff.

**MATERIAL AND EQUIPMENT USED:**

- Computer(s)/Printer(s)
- General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

- Bachelor's degree from accredited college or university; and
- Two years of progressively responsible related experience, including one year of experience with library collections.

**Licenses and Certifications:**

- None

**HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- One or more years of personnel management experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Library policies and procedures.
- Basic administrative principles and practices including goal setting and time management.
- Administration of staff and activities, either directly or through subordinate supervision.
- Library materials in a variety of formats and publishers.
- Basic budgetary principles and practices.
- General office procedures, policies, and practices.
- All computer applications and hardware related to performance of the essential functions of the job, including the use of the internet and internet search engines, and advanced levels of word processing and spreadsheet software.
- Recordkeeping, report preparation, filing methods, and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Standard business arithmetic, including percentages and decimals.
- Methods and techniques of research, statistical analysis, and report presentation.

**Skill in:**

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Organizing work, setting priorities, meeting deadlines, implementing library policies and procedures, and following-up on assignments with a minimum of direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials. Designing and creating statistical reports, including graphs using spreadsheet software.
- Applying logical thinking to solve problems or accomplish tasks: to understand, interpret, and communicate complicated policies, procedures, and protocols.
- Applying book selection standards and policies of the library system.
- Analyzing and resolving office administrative situations and problems.
- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.
- Effectively dealing with multiple priorities.
- Communicating clearly and effectively, both orally and in writing.
- Interpersonal skills necessary to effectively interact with internal staff, citizens, vendors, and library staff in a courteous and friendly manner.
- Preparing clear and concise reports, correspondence, and other written materials.

**Mental and Physical Abilities:**

- Ability to concentrate and pay close attention to numbers and other details in spite of frequent interruptions associated with answering the telephones or speaking in person to someone requiring assistance.
- Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
- Ability to adapt to changing priorities and to work smoothly and cooperatively on a variety of procedures.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- While performing the essential functions of this job the employee is frequently required to move from place to place, speak and hear and lift and/or move up to 10 pounds.

**SUPERVISORY RESPONSIBILITY:**

- This position supervises Collection Development technicians.

**WORK ENVIRONMENT:**

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.
- The incumbent's working conditions are typically moderately quiet.
- This position is eligible for 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.