



## METROPOLITAN LIBRARY SYSTEM

### Job Description

**Job Title:** Director of Collection Services and Development  
**Reports To:** Chief Operations Officer  
**Division:** Operations

**Position Code.:** 1120-124  
**Classification:** Exempt  
**Date:** 06/2024

#### **JOB SUMMARY:**

Develops library experiences that enhance access to, discovery of, and usability of resources within and beyond the library's collections. Works collaboratively with colleagues to innovate, design, develop, and support tools, approaches, and processes that effectively meet the needs of all guests, from novice users to advanced researchers.

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

- Provides excellent guest service to both internal and external guests.
- Provides innovative strategic and tactical leadership for the Collection Development, Collection Services, and Collection Processing departments.
- Establishes criteria for excellence and effectiveness in all aspects of the library's collections.
- Provides system-wide leadership and serves as the primary spokesperson for the Collection Services and Development departments to guests, partners, and other stakeholders.
- Oversees the development and maintenance of the library's collections, metadata, and discovery applications in all formats.
- Determines overall collection size, formats, access methods, and preservation plans, in consultation with colleagues and using community needs as the primary driver.
- Monitors the selection, organization, and use of all collections, content, and digital services to ensure that community needs are being met.
- Conducts ongoing assessment of all Collection Services and Development department's policies, programs, products, and practices to keep management informed of new developments.
- Evaluates the library's collections, access methods, and preservation plans, and provides recommendations for new services, products, policies, procedures, equipment, and staffing as needed.
- Stays apprised of current trends, issues, and practices in public library and information services, with emphasis in the areas of collections and cataloging.
- Stays aware of online services and access issues and monitors the development of licensing issues.
- Collaborates with the Human Resources department in hiring departmental staff.
- Directs departmental operations including administration, service delivery, procurement, and program development.
- Establishes specific measures and performance indicators for the Collection Services and Development departments that support the library's strategic objectives and experiences.
- Maintains routine quality checks of the work for accuracy, timeliness, and cost-effectiveness across all Collection Services and Development departments.
- Consults and advises library management on library moves, expansions, and remodel projects related to traditional and digital collections.
- Collaborates with the Information Technology department to architect a robust infrastructure that supports the library's innovative collections and digital platforms.
- Participates in the Advisory Council and other work groups as established by the Chief Executive Officer.
- Consults with colleagues to ensure compatibility between the Collection Services and Development departments and other library departments.
- Identifies possibilities for collaboration and partnership on projects related to collections.
- Negotiates with vendors; develops bid specifications and pre-qualifies vendors; evaluates and recommends vendor selection; monitors and evaluates performance of all vendors to assure compliance with contract terms.
- Develops and recommends policies and procedures for the efficient operation of all functions within the Collection Services and Development departments. Reviews and makes recommendations for revisions of policies and procedures as needed.

- Interprets collections-related policies and procedures for guests; consults on reconsideration of materials and decisions on controversial materials; submits recommendations to the Chief Operations Officer for replies to written guest comments.
- Participates in fundraising and grant writing, and manages resources secured through these efforts.
- Serves as a system representative to community coalition groups, civic organizations, community library advisory boards, and library associations.
- Holds regular staff meetings to communicate information from management as well as to hear and discuss issues with staff.
- Analyzes and plans for technology needs for the Collection Services and Development departments.
- Collaborates with department managers to develop and administer the annual budget for Collection Services and Development departments, monitors expenditures and makes budget adjustments as needed in consultation with management.
- Works with individuals and organizations in the community to make them more aware of the library and its services and promotes partnerships with the library throughout the community.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Performs special assignments as requested, including researching and preparing reports, developing and implementing programs, administering state and federal grants, and presenting technical data to management, elected officials, and others.
- 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 guest records, and the code of professional ethics.
- Performs other related duties as assigned.

#### **FREQUENCY OF TRAVEL REQUIREMENTS:**

- Occasional travel to other library locations.
- Occasional travel within the state or nationally for appropriate professional development and networking.

#### **INTERACTION:**

- Interaction with guests, staff, Commission members, and the public.

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

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

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

##### **Education and Experience:**

- Master's degree in library studies/information science from an ALA-accredited college or university; and
- Four years of experience in collection management or metadata and cataloging management; and
- Two years of personnel management experience; and
- Two years of experience in planning and implementing collection technologies.

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

- None

#### **PREFERRED QUALIFICATIONS:**

- Working knowledge of scholarly communication, intellectual property, and rights management.
- Experience working with integrated library systems.
- Experience with coding in web contexts, such as HTML5, CSS, JavaScript, and Python.

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

### **Knowledge of:**

- Technologies related to the operation of library services, specifically those necessary for developing, maintaining, and facilitating the use of the collections in libraries.
- Materials, methods, practices, regulations, and equipment used in the development, analysis, maintenance, and management of collections and digital services.
- Internet technologies
- Data management and data curation techniques for a variety of digital media (e.g., text, code, images, music, video).
- GIS, data visualization, and other digital tools.
- Issues, trends, and standards related to collection management, cataloging, interlibrary loan, and digital library management.
- Administrative principles and practices, including goal setting and program budget development, implementation, and analysis.
- Metadata principles and practices such as those found in Dublin Core and other emerging metadata schemes for digital projects.
- Principles and practices of library science, technology, and management.
- Principles and practices of library collection development and acquisitions.
- Applicable state, federal, and local laws, rules, and regulations.
- Methods and techniques of research, statistical analysis, and report presentation.
- All computer applications and hardware related to the performance of the essential functions of the job.

### **Skill in:**

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence, and other written materials.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret, and communicate complicated policies, procedures, and protocols.
- Using interpersonal skills that build and maintain strategic relationships with internal and external guests.

### **Mental and Physical Abilities:**

- Ability to converse with guests and staff to understand and address their diverse needs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to manage time effectively.
- Ability to work collaboratively and effectively with others in a fast-paced environment.
- Ability to work independently.
- Ability to analyze, interpret and integrate data from various sources and to plan, develop and implement strategies.
- Ability to read, analyze and interpret professional periodicals and journals, technical procedures, and government regulations.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- Ability to travel to various locations and to access reliable transportation to do so.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- While performing the essential functions of this job the employee is frequently required to move from place to place.

## **SUPERVISORY RESPONSIBILITY:**

- This position supervises department managers.

**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.
- 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 the 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.