



## METROPOLITAN LIBRARY SYSTEM

### Job Description

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|--------------------|------------------------------------|------------------------|-------------------|
| <b>Job Title:</b>  | <b>Special Collections Manager</b> | <b>Position Code.:</b> | <b>1091-118</b>   |
| <b>Reports To:</b> | <b>Chief Operations Officer</b>    | <b>Classification:</b> | <b>Exempt (P)</b> |
| <b>Division:</b>   | <b>Operations</b>                  | <b>Date:</b>           | <b>03/2024</b>    |

#### **JOB SUMMARY:**

Under the direction of the Chief Operations Officer, the Metropolitan Library System's Special Collections Manager will be responsible for providing professional reference services for the Metropolitan Library's Special Collections, and for coordinating the planning, organizing, and supervision of the Oklahoma Room and Oklahoma collections in all formats at the Downtown Library. Areas of focus include reference and collection development for regional history and genealogy materials, microfilming, and preservation.

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

- Provides excellent customer service, including answering questions and helping customers locate materials and services of interest.
- Uses effective techniques, good judgment and established organizational values, policies and procedures to resolve difficult situations with customers.
- Executes short and long term objectives for Special Collections within the context of the Library's strategic and tactical plans.
- Champions the Library's strategic goals and initiatives with the system's mission, vision and core values in mind.
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: scheduling, managing and approving payroll time entries, approving leave requests for direct reports; planning, assigning and directing work; communicating with staff; monitoring and appraising performance; addressing complaints and resolving problems; training staff as necessary on basic job functions.
- Coordinates and oversees collection management for the Oklahoma collection in all formats; evaluates collection in consultation with the materials selection department; provides suggestions and input to the materials selection office for purchases of materials; reviews gift materials for addition to the collection.
- Identifies, locates and obtains local history photographs, documents and recordings for the Oklahoma collection in accordance with library collection policies; selects appropriate hardcopy materials for digitization.
- Makes recommendations for the effective development, management and usability of the Oklahoma collection.
- Promotes use of the Oklahoma Collection by developing relationships with community agencies, clubs, organizations and local groups; speaks to groups about area of subject expertise as well as plans and carries out related library programs and activities.
- Provides input to Special Collections' budgets; prepares and monitors budgetary expenditures.
- Coordinates Special Collections' management of materials: acquires, evaluate, weeds, preserves and updates the collection.
- Serves as in-house subject expert on Oklahoma and Oklahoma County; answers difficult or in-depth reference questions for that area.
- Serves as a liaison to the local genealogical societies.
- Participates in disaster preparedness, response, and recovery activities related to special collections as needed.
- Creates/edits/curates content for the Oklahoma Collection page on the web, including the gathering of, entry, maintenance and design of information.
- Maintains program metrics and prepares reports for Administration or others as needed.
- Supports adherence to established policies, procedures and standards; communicates changes in policy and procedures to direct reports and implements them as directed.
- Maintains awareness of related developments and trends through reading professional literature and participating in professional associations and continuing education.
- Attends meetings and relays information to staff, engages in committee/team work and completes training as necessary/required.
- 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.

**SUPERVISORY RESPONSIBILITY:**

- Manages a small staff of special collections' staff at the Downtown Library.

**INTERACTION:**

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

**MATERIAL AND EQUIPMENT USED:**

- Computer(s)/Printer(s)
- General Office Equipment
- Digital camera/scanner
- Microfilm/fiche equipment

**MINIMUM QUALIFICATIONS REQUIRED:****Education and Experience:**

- Master's degree from an accredited college or university in Library or Archival Science, Museum Studies or Arts Administration.
- Three years of experience working with collection material in a library, archival, or museum setting, preferably within a special collections context.
- Two or more years of progressively responsible management experience, as well as evidence of progressive responsibility and interdisciplinary approaches to problem-solving and decision-making.
- Expertise in the history of Oklahoma and Oklahoma County.

**Licenses and Certifications:**

- None

**HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- Experience working in a library, archive, or cultural heritage organization.
- Excellent project management skills and experience planning and running projects, including training and supervising staff preferred
- Archival certification (Certified Archivist/Digital Archives Specialist) and/or degree with archives emphasis.
- Master's degree from an accredited college or university in Library and Information Science.

**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

- Preservation strategies and archival principles and practices.
- Book and media publishing industry trends, issues, and practice including digitization of materials.
- Library theories, issues, practices, and trends including familiarity with copyright as it relates to digitization of special collections.
- Management principles and practices, including goal setting, budget development/implementation and staff development and motivation.
- Digitization systems, standards, and technology.
- Methods and techniques of research, statistical analysis and report presentation.
- Applicable state, federal and local laws, rules and regulations.
- Other organizations specializing in Oklahoma History.

**Skill in:**

- Communicating ideas and thoughts clearly, succinctly and effectively both verbally and in writing to a diverse audience (internal and external customers) in different formats.
- Using exceptional interpersonal and leadership skills that build and maintain strategic relationships with internal and external customers.
- Utilizing computer applications and hardware related to performance of the essential functions of the job including digital audio editing software, digital scanning software, graphics editing software, and digital content management software.
- Planning, organizing, assigning, directing, reviewing and evaluating staff work.
- Using tact, discretion, initiative and independent judgment.

- 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.
- Preparing clear and concise reports, correspondence and other written materials.
- Demonstrating a flexible and collaborative work style.

**Mental and Physical Abilities:**

- Ability to effectively listen and problem solve.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to manage time effectively.
- 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.
- While performing the essential functions of this job the employee is frequently required to stand, use hands to finger, reach with hands and arms, handle or feel, speak and hear and lift and/or move up to 25 pounds.
- While performing the essential functions of this job the employee is occasionally required to sit, walk, stoop, kneel, crouch, crawl, and lift and/or move up to 50 pounds.

**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.
- Schedule may include evenings and weekends.
- 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.