



Position Description

Job Title	Materials Collection Services Manager
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

Under the general direction of the Library Director, this managerial position is responsible for planning and implementing the procurement, cataloging, and placement of all library materials according to the policies set forth by the Library Board and in alignment with the organizational vision, mission, service values, and goals. The Materials Collection Manager oversees the administration, coordination, and operational efficiency of collection development, acquisitions, cataloging, and processing. Provides leadership, mentoring and management of the materials collection services department team.

Supervision

Received	Library Director
Exercised	Manages up to 15 full-time and part-time employees

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change. **The Library expects that each employee will offer his or her services wherever and whenever necessary to ensure the success of all services that we provide to our customers.**

- Assists the Library Director in establishing goals and priorities, and formulating policies for Library Board consideration or approval.
- Works with the Library Director and the management team to develop the annual budget request.
- Serves on various committees within the Library, the City, the county system (Bridges), and the state; represents the Library within the community.
- Collaborates with members of the library management team to coordinate shared projects.

- Provides advice and technical assistance regarding long and short-range planning to the staff, management team, Director and Library Board.
- Contributes to strategic goal planning by gathering pertinent statistical, financial, service and operations information; identifying and evaluating trends and options.
- Supports the information needs of community residents of all ages and abilities.
- Serves as librarian-in-charge during evening and weekend hours, on a rotating basis, supervising all library staff and operations; assists in any library service as required.
- Develops, plans, oversees and participates in the daily and long term operation and administration of the **Material Collection** Services department, which includes **acquisitions**, cataloging and **processing** library materials; placing orders for new materials, audiovisual items, **periodicals and government documents**, receiving shipments; **cataloging, classifying and creating original records**; **overseeing the creation and maintenance of the library's bibliographic database while adhering to system-wide quality standards**; **weeding the collection**; physically processing items being added to and withdrawn from the collection; and maintaining the library's periodical collections.
- Maintains a current knowledge of professional cataloging and classification rules, as well as best practices for library material processing.
- Develops procedures for processing all library materials **to ensure the maximum durability and lifespan of the materials**.
- **Coordinates all aspects of the workflow both within the department and with other departments; provides direction by evaluating and optimizing workflow efficiencies.**
- **Monitors current practices and ordering trends; proposes cost saving measures and new services to increase operational effectiveness.**
- **Oversee library's collection development policies and coordinates implementation of the library's collection policies and strategies.**
- **Oversees the library-wide selection of all print and non-print library materials according to the collection policy, prioritizing community interest and collection breadth and balance.**
- **Evaluates and recommends new collection types, including digital materials. Leads the development of new collection policies, as needed.**
- **Works to develop strategic concepts, practices, and innovations to continually improve the quality of the library's collections.**
- **Develops and maintains a weeding schedule.**
- **Orders, receives and distributes tax forms.**
- **Manages the materials budget allocation; establishes, creates, and maintains the library's fund lines regarding the purchasing and processing of resources for the collection. Tracks the materials budget for all collections.**
- **Monitors the **Materials Collections** Services supply budget; orders and maintains appropriate levels of processing supplies for staff use; works with vendors and peers to stay abreast of changes to library supply materials such as book jackets and security products.**
- **Researches, analyzes and evaluates vendor services and contracts, including vendor negotiations.**
- **Provides timely and accurate statistical analysis and prepares narrative reports for management and Board review.**
- **Attracts, recruits and trains team members as needed; participates in the hiring process for all Materials Collection Services staff including review and selection of applicants in the City's workforce management system hereinafter referred to as "NeoGov", with subsequent interviewing and training.**

- Motivates and leads a high-performing Materials Collection Services team, including Page/Shelvers, Library Assistants, Library Associates and Librarians as direct reports in NeoGov, requiring periodic check ins and annual performance evaluations. Fosters a success-oriented, accountable environment within the department.
- Provides performance evaluation reports to other managers on all personnel working in the Materials Collection Services department to be added as a component to their annual performance evaluation in NeoGov.
- Identifies continuing education opportunities for staff development.
- Supervises the Library's participation in the state and national interlibrary loan service.
- Supervises the Library's participation in the Federal Depository Library Program and the Wisconsin State Document Depository Program.
- Coordinates and oversees the handling of all physical materials donated to the Library for possible inclusion in the Library's collections.
- Coordinates and oversees the running of the Friends of the Library book sale.
- Supervises the daily distribution of the Library's mail.
- Plans, organizes and assigns special projects and tasks to **Materials Collection** Services staff as needed; especially projects to increase the usefulness of the online library catalog or library materials.
- Coordinates cross training opportunities for the **Materials Collection Services** staff.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Master's Degree in Library Science and at least 4 to 6 years of related work experience in library management, computer science, education, human resources, or other related experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Library and information science. • Library organization and administration methods and procedures as they apply to public library administration. • Information resources available from other libraries, the library system and other sources in the community, county and state.
Ability to	<ul style="list-style-type: none"> • Interpret statistical data, analyze information and evaluate processes. • Prepare clear and concise reports and recommendations. • Establish and maintain effective working relationships with library trustees, elected officials, community groups, employees and the general public. • Model pleasant, professional and positive behaviors along with excellent interpersonal skills for interacting with a diverse public and staff. • Lead, collaborate, mentor, coach, train, and develop, resulting in increased employee skills and empowerment. • Foster teamwork and a culture of excellence.
Skill in	<ul style="list-style-type: none"> • The use of general office equipment, including computers and relevant software. • Listening, oral and written communication.

	<ul style="list-style-type: none"> • Planning, organization, leadership, and time management. • Public speaking. • Public relations.
Necessary Special Requirements	
None	
Physical Demands	
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. • Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus. • While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. • The employee is occasionally required to bend, stoop, kneel, crouch, or crawl. • The employee must occasionally lift and/or move up to 50 pounds. 	