



# Director Collection Management Services Area Job Description

**Location:** Library Services Center

**Section:** Collection Management Services Area

**Reports To:** CEO

**Supervises:** Manager, Database Management, Order Specialist, Manager, Processing, Selection Librarians, Partners Program Manager

**FLSA Status:** Exempt

**Grade Level:** 16

**Division:** Collection Management Services Area

**Job Summary:** Responsible for strategic leadership, management and planning responsibilities for Library-wide collection management including: centralized selection, acquisitions, processing and cataloging of all formats. Applies knowledge of current issues and trends in electronic resource licensing, access provision, copyright, and traditional collections. Works with management to develop policies and carry out tactical directions for maintaining the Library's collection; cataloging and metadata, digital collection services, product development and print acquisitions. Manage the Library's shared catalog with local schools and museums in the Partner's Program. Negotiate vendor contracts. Perform analysis and evaluation of present or proposed procedures and computer-based solutions to library issues.

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## Key Areas of Accountability

### 1. Customer Service – Key Area Weighted Factor –

- A. Positively reflects the Library's mission, vision, policies and procedures to both internal and external customers. **(weighted factor –)**
- B. Responsible for greeting and assisting internal and external customers in a friendly, prompt, and accessible manner. **(weighted factor-)**
- C. Responsible for endeavoring to listen, understand and resolve internal and external customer needs by providing solutions or referrals. **(weighted factor –)**



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### **2. Collection Development and Maintenance-Key Area Weighted Factor -**

- A.** Oversees the development and maintenance of the Library's collection in all formats including online services. Determines collection size and philosophical direction in consultation with others and using community needs as the primary factor in collection development. **(weighted factor -)**
- B.** Monitors the selection of materials and special collection projects to make sure that community needs are being met. **(weighted factor)**
- C.** Coordinates system-wide distribution and access to the collection. **(weighted factor -)**
- D.** Conducts a continuing study of all collection management policies, programs and practices to keep management informed of new developments. **(weighted factor -)**
- E.** Evaluates the Library's collection management requirements 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. **(weighted factor -)**
- F.** Stays aware of online services and access issues and monitors development of licensing issues. **(weighted factor -)**
- G.** Coordinates collection management activities with Central and branches and provides direction and guidance on all collection management issues. **(weighted factor -)**
- H.** Meets with vendors and monitors the quality of service with vendors; negotiates pricing and discounts. **(weighted factor -)**

### **3. Development of Collection Management Area - Key Area Weighted Factor -**

- A.** Recruits and hires the Library's Collection Management staff. **(weighted factor -)**
- B.** Directs departmental operations including administration, service delivery, community relations and program development. **(weighted factor -)**



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- C. Establishes Collection Management measures that support the Library's strategic goals and customer service measures for high quality public service. (weighted factor - )
- D. Responsible for maintaining routine quality checks of the work for accuracy, timeliness, and cost effectiveness. (**weighted factor -**)
- E. Holds regular staff meetings to communicate information from management as well as to hear and discuss issues of concern to the staff. (**weighted factor -15**)
- F. Analyzes and plans for technology needs for the Collection Management Services Area. (**weighted factor -5**)
- G. Develops and administers the Collection Management annual budget and monitors expenditures and makes budget adjustments as needed in consultation with management. (weighted factor - )

#### 4. Promotion and Community Relations -Key Area Weighted Factor -5

- A. Works with individuals and organizations in the community to make them more aware of the Library and its services and promoting partnerships with the Library throughout the community. (**weighted factor -50**)
- B. Responsible for acting as an advocate for the Library out in the community and with the Library staff. (**weighted factor -50**)

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#### Minimum Job Qualifications

1. **Education:** ALA-accredited Master's in Library Science. Indiana Certification Librarian I.
2. **Work Experience:** Minimum 10 years experience preferred with at least six years of collection management responsibilities.
3. **Working Conditions:** Normal office environment with little, if any, discomfort due to heat, dust, noise and the like. Occasional sitting and working at a computer terminal for extended periods of time.



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### 4. Characteristics, Skills and Abilities:

- A. Broad knowledge of the principles and practices of public libraries particularly multi-branch systems.
- B. Understanding of library collections, selection, publishing and acquisitions issues.
- C. Knowledge and understanding of access vs. ownership issues, copyright issues, especially rights in regards to electronic resources.
- D. Demonstrated ability to work well with the public and staff.
- E. Excellent interpersonal and communication skills and ability to interact effectively with people at various levels and articulate intellectual freedom principles.
- F. Demonstrated management and leadership skills necessary to effectively coordinate the daily operations and programs of the Area.
- G. Excellent computer skills in a Microsoft Windows environment. Must include knowledge of Excel, metadata and online services. Must be familiar with OCLC.
- H. Bilingual skills desired.

### 5. Training Requirements During Employment:

I have read and have been given an opportunity to ask questions regarding this job description. I also understand that this job description does not constitute an implied or expressed contract for employment with Indianapolis-Marion County Public Library. In addition, I understand that Indianapolis-Marion County Public Library is an employment at will employer and that the company or I may terminate the employment relationship at any time with or without cause. Furthermore, I understand that this job description does not contain all of the responsibilities that I may be asked to carry out while employed with Indianapolis-Marion County Public Library and that I will perform other duties that are assigned to me to the best of my abilities.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date



**Director  
Collection Management  
Services Area  
Job Description**

**Approved:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date