

Assistant Director of Technical Services - Collection Services

JOB TITLE: Assistant Director of Technical Services - Collection Services

FLSA STATUS: Exempt

GRADE: 43

DEPARTMENT: Technical Services

APPROVED DATE: 01/1998

REVISED DATE: 10/2018, 02/2022

Job Summary

Direct the system-wide service for developing library collections by overseeing the selection, ordering, and cataloging of library materials and resources to assure that the collection meets the intellectual, recreational and learning needs of the geographically diverse communities served by the Library District. The position is accountable for assuring the fiscal soundness of the materials budget and the Collection Services unit. The position also serves as consultant to all district librarians and staff responsible for the maintenance, promotion, display, and organization of the Library District's collection. The position also provides expert advice and assistance to staff who manage collection-related enterprise systems.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical

assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Ability to align behavior with the library's mission, values, and strategic focus in serving a diverse stakeholder community.
2. Provide leadership and direction in the management of the Library District's materials selection and collection development service. This includes: directing and performing district-wide community needs analysis and collection assessments; supervising selectors' work to ensure that sound selection decisions are made; coordinating the development of collections for new or expanded library buildings; assisting and advising on the development of policies for selection of materials; guiding library staff on maintenance, assessment, and organization of local collections.
3. Provide effective leadership and direction including establishing, encouraging, and monitoring expectations for all Collection Services staff to assure excellence in the quality and timeliness of collection services that support the Library's mission, vision, and strategic priorities. This includes: interviewing, selecting, and training staff; scheduling and assigning staff to assure optimum service levels and uses of staff skills and abilities; coaching staff and arranging for or giving continuing training to enhance their capabilities and to enhance quality of service; and applying Library District personnel policies and procedures.
4. Assure the sound stewardship of budget resources for Collection Services, including working with the Director of Technical Services to develop and manage the annual materials budgets. Oversee all Collection Services budgets including the reconciliation of budget expenditure reports with the general ledger, and initiating corrective action as needed.
5. Analyze and evaluate department workflows and adjust priorities for staff to maximize operational efficiencies. Align priorities and work plans with the Library's strategic focus.
6. Respond to internal and external customers regarding collection inquiries, concerns, and Requests for Reconsideration of Library Materials.
7. Support the Library District by acting as a strategic Collection Services resource for community libraries staff. This includes: overseeing effective data analysis on collection size and use, using statistical tools provided by the Library District, providing training and coaching for staff to develop, maintain, and market attractive and well-used collections, and consulting with library staff on the evaluation and internal organization of and space planning for collections in new and existing community libraries.

8. Represent the Library with stakeholders, such as Library Boards, Friends, and other groups, as well as vendors and other library organizations about collection Services.

Additional Duties and Responsibilities

1. May act in the absence of the Director of Technical Services.
2. Serve on the Technical Services Management Team.
3. Lead special projects and/or serve on library committees as assigned.
4. Liaise with Finance staff as needed to ensure that the materials budget balance is consistent with the general ledger.
5. Liaise with Public Services staff to ensure effective communication and collaborative planning and implementation.
6. Perform other duties as assigned.

Supervision

The position reports to the Director of Technical Services. The position supports the work of the Cataloging and Acquisitions Manager and supervises professional and paraprofessional Collection Services staff who perform work related to the collection for the entire Library District.

Knowledge, Skills, and Abilities

1. Knowledge of current trends and developments in the field of public library services, collection development, and technical services.
2. Advanced knowledge of public library operations and administrative practices.
3. Demonstrated excellent customer service skills.
4. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
5. Ability to communicate effectively with diverse audiences.
6. Demonstrated ability to analyze options and prioritize resource allocation based on the Library's organizational strategies.
7. Ability to plan and strategize collection services operations using critical thinking skills.
8. Demonstrated ability to make timely, informed decisions based on relevant facts and/or data.

9. Strong communication skills and demonstrated ability to collaborate and foster a learning organization through excellent facilitation and team-building skills.
10. Ability to motivate and inspire people in support of the Sno-Isle Libraries strategic priorities and direction.
11. Direct the work of others in a manner that enhances their performance and assures quality service.
12. Act as a trusted advisor to internal departments and customers regarding collection services.
13. Provide knowledge of the principles of management; fiscal administration; vendor contract negotiation and management.
14. Work cooperatively and maintain effective interpersonal skills with the public and co-workers.
15. Operate relevant computer systems including hardware and software, such as word processing, database, and spreadsheet software, e-mail, and internet navigation in addition to other office equipment and security systems.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Master's Degree in Library Science (MLS/MLIS) from an accredited university is required.
2. At least six years of related professional librarian experience, or equivalent combination of technical training and related experience required. Professional experience in a public library setting is preferred.
3. At least three years of supervisory or management experience is required.
4. Experience in management within a multi-branch library system is highly desirable.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. Incumbents may occasionally move objects or materials weighing up to 25 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Activities sometimes occur outside the regular business day including evenings and weekends and require travel to branches and other locations within the Library District's two-county service areas to meet with public groups and library staff. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.