

TECHNOLOGY AND COLLECTIONS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under the guidance of the Library Director, the Library Technology & Collections Manager plans, directs, supervises and coordinates the activities and operations of the Content Delivery department, which includes: collection management; cataloging, acquisitions, and oversight of the Library's integrated library system (ILS); circulation and reference services; readers advisory; development and selection of new technologies for staff and patrons; coordination of assigned activities with other departments and outside agencies; provision of highly responsible and complex administrative support to the Library Director.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Assume management responsibility for services, activities, and staff within the Content Delivery department of the Library.

Participate in the development, recommendation and implementation of goals, objectives, policies and procedures of the Library, including strategic plans and departmental plans of service.

Select, supervise, motivate, and evaluate Library personnel; provide staff training; coordinate and review the work plan for assigned staff; appraise work performance and create improvement plans; address complaints and resolve personnel issues; implement discipline and termination procedures.

Review existing and emerging technologies for work flow, efficiency, and relevancy; communicate with vendors to evaluate their products for addition to the Library; determine best practices for implementing technologies in a customer-focused environment.

Manage all collections of the Camas Public Library; direct the evaluation and selection of all print and digital materials for addition to and deletion from the Library; review Library's collection policy annually to ensure it reflects current professional standards and trends regarding overall makeup, content, and content delivery.

Administer all modules of the Library's integrated library system, including acquisitions, cataloging, circulation, serials, and reports.

Oversee functions of the Library's service desk, services of which include circulation, reference and readers' advisory.

Represent the Library in all matters regarding information delivery with other City departments, partner agencies, outside organizations, or as assigned by the Library Director.

Coordinate and implement content and design changes to the Library's portion of the City's website.

Assist in the preparation and administration of the library budget; submit budget recommendations; monitor expenditures; review and approve budget requests.

Attend and participate in professional events; stay abreast of new trends and innovations in the field of library administration, technology, and collection management.

Provide responsible staff assistance to the Director and act as the Director in the absence of same.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required, which are logical assignments for the position and directly related to management's needs of the position.

QUALIFICATIONS

General Knowledge of:

Principles and practices of library administration, organization and management

Principles of supervision, training and performance evaluation

Practices of collection development, maintenance and management, including cataloging practices and procedures

Best practices for a customer-focused approach to innovative services

Technical Knowledge of:

Integrated library systems

Microsoft SQL Server

Web design and usability

Productivity suites

Content management systems

Self-checkout and RFID software

Public computer time and print management software

Ability to:

Utilize data to make systems flow better and more efficiently

Embrace and lead others in positive change

Prioritize multiple projects and deadlines

Navigate existing and emerging hardware, software, applications, and operating systems

Create a positive work atmosphere through flexibility, diplomacy, teamwork and humor

Achieve success in both independent work and collaborative team environments

Translate technical knowledge into better and more convenient services for our patrons

Skills:

Clear and tactful communication

Conflict resolution

Leadership, coaching, and mentoring

Operational characteristics, services and activities of a comprehensive public library.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Masters degree in Library Science or Library and Information Science from an ALA-accredited college or university.

Experience:

Five years of increasingly responsible professional librarian experience, including two years of administrative and supervisory responsibility.

Professional experience working with public library patrons.

License or Certificate

Possession of a Washington State Librarian's Certificate (as required by state law RCW 27.04.055)

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Library environment; extensive public contact.

Mobility: Incumbents require sufficient mobility to work in a library setting, operate office equipment; extensive and recurring walking, standing, bending, crouching, stooping, and reaching; regular lifting of moderately heavy items.

Vision: Vision sufficient to read small print, computer screens and other printed documents and to operate assigned machinery and equipment.

Hearing and Speech: Sufficient clarity of speech and hearing to be able to communicate effectively.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside city boundaries to attend meetings.