Chillicothe & Ross County Public Library

Collection Development Manager

Supervisor: Access Director
Position: FLSA Non-Exempt
Pay Band: D

Position Summary

The Collection Development Manager is responsible for developing and maintaining a system-wide collection of materials in accordance with CRCPL's Collection Development & Maintenance Policy. Ensures that the scope and caliber of the collection's resources fully supports the library's mission and meets the needs of its patrons.

Essential Duties & Responsibilities

Collection Development:

- Develop, maintain, and evaluate the library's collections following established policies.
- Identify, evaluate and select materials in multiple formats.
    - Utilize online vendor selection and ordering tools, print review, and other media sources to make purchase decisions.
    - Exercise professional judgment to anticipate demands; address patron requests; and analyze, identify, and respond to collection needs.
    - Use statistical data, reports, and other tools to assess the usage and popularity of library materials.
    - Assess collection needs through ongoing communication with Administration and professional staff.
- Exhibit a clear understanding of the principles of librarianship including the facilitation of free and equitable access for all, the role of a balanced collection of materials and resources, and the importance of maintaining patron confidentiality.
- Plan and control purchasing aspects of the operating budget related to collection development in partnership with Administration.
- Establish and maintain effective working relationships with vendors and distributors.
- Investigate new techniques and tools to develop library collections.
- Develop and maintain special collections as assigned.
- Maintain awareness of publishing trends, popular culture and current events.
- Maintain extensive knowledge of the library's services, policies, and objectives.

Collection Maintenance:

- Prepare and coordinate collection maintenance for all locations.
- Maintain integrity of catalog and user records with the help of ILS reports – new user registrations, expired holds, unsuspended holds, circulation notes, forgiven debts, weeding and moving materials between locations, etc.
- Work with Access Director, SEO staff, and the Cataloging and IT departments to maintain the Integrated Library System, ensuring functionality, the integrity of patron and material records, and training staff on the platform.
- Maintain cargo delivery and ILS schedules/calendars.
- Gather ILS statistics as requested by Access Director or Executive Director.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Pursue professional growth and career development through active participation in professional organizations and continuing education.
- Work in public service areas as assigned.

- Actively participates in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- Master's degree required.
- Three years of library experience involving collection development.
- Knowledge of the publishing industry and library collection development tools and techniques.
- Demonstrated knowledge of children's, teen and/or adult literature.
- Familiarity with common library platforms preferred.
- Ability to set priorities, make independent decisions, and exercise discretion.

Supervisory/Management Responsibilities

Responsible for library location in the absence of a supervisor.

Interaction

Frequent interaction with library employees, patrons, community partners, agencies, and vendors.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, Integrated Library System and Library Management System, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop, and other library-related software applications.

Travel Requirements

Travel by automobile is required for position management responsibilities and training.
Frequency of travel: Occasional

Physical Demands

Ability to regularly lift/push/pull up to 50 pounds.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Work Environment

Majority of the work performed in a general office/library setting.
Telecommute Potential: 60%
Requires availability for extended or nontraditional hours as needed to perform job duties.
Requires periodic participation and attendance at related library events and training.

Disclaimer
The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.