



CLASS SPECIFICATION

Class Code: 18550
Date Est: 07/2018
Last Rev:
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

COLLECTION DEVELOPMENT MANAGER

DEFINITION

Under general direction, is responsible for the management of the Washoe County Library System's material selection, collection maintenance, acquisitions, cataloging, processing, distribution and interlibrary loan functions, as well as provision of digital resources and services; and performs other duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree in library science or library information science from an American Library Association accredited college or university AND three years of professional library experience; OR a master's degree in any discipline with five years of professional library experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

May require a driver's license at the time of appointment.

SUPERVISION EXERCISED

Exercises direction supervision over staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Maintain system-wide collection according to Library System selection policies and in response to current interests and demands. Collaborate with Assistant Director and all system Librarians.

Establish the objectives, policies, organizational structure and operating model for acquiring and making available the Library System's collection of materials.

Prepare, submit and maintain the collection services budget, establishing fund breakdowns as needed for Library Director, Library Board of Trustees or the Comptroller.

Work with other programs and divisions within the Washoe County Library System or partner organizations to coordinate service and resolve problems.

Serve as the primary resource for information and interpretation of the Library System's Collection Development Policy; resolve issues and complaints from community members regarding inclusion or exclusion of materials in the collection.

Consult with vendors and publisher representatives and develop value-added service specifications in order to facilitate efficient acquisition of library materials and effective vendor-supplied cataloging and/or processing of those materials; negotiate pricing discounts.

Coordinate planning and acquisition of library material collections for new or remodeled library branches, working with vendors to create opening-day collection specifications.

Interact extensively with System-wide staff and management, outside agencies, vendors, patrons and other libraries.

Analyze System-wide collection development and technical services needs and recommend changes in policies, procedures, practices, equipment, budget and/or staffing to meet identified needs, increase efficiency and lower cost and turnaround time for materials acquisition, cataloging and processing.

Supervise personnel, including training, assigning and reviewing work, administering discipline, conducting performance evaluations, coaching and feedback.

Select and purchase online databases and coordinate license negotiations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Washoe County and Washoe County Library System policies, procedures, methods and terminology.

American Library Association philosophy, practices, procedures and techniques.

Fundamental principles, practices and current trends of collection development, readers' advisory, reference and technical services.

Cataloging practices and standards such as RDA, LCSH, MARC and Library of Congress Classification.

Print, audiovisual and electronic publishing industry.

Principles of intellectual freedom and open access.

State legislation and regulation relating to library collections, services and funding.

Project management techniques.

Library information services, materials, resources and advanced bibliographic searching techniques.

Integrated Library Systems automated databases, software and digital resources.

Current computer/mobile technologies and use of the Internet.

Principles of budget preparation, fiscal management, grant applications and Washoe County's budget processes.

Ability to:

Plan, organize, develop, evaluate and modify operations and procedures and recommend improvements.

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Prepare clear and concise statistical and narrative reports.

Maintain and foster effective, cooperative and productive working relationships with the general public, Library System staff and other representatives of other departments.

Develop effective work teams and motivate individuals to meet goals and objectives.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push, pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment, office equipment including computers, telephones, calculators, copiers, mobile devices, and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with other staff and the public.

Must be willing to work a varied schedule, which may change periodically, including evenings and weekends; may work at other libraries as needed.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.