

Collection Development Manager

Full time position – Main Library

Under the general direction of the Cataloging and Collection Services Director, the Collection Development Manager is responsible for coordinating the development and maintenance of the adult library collection and the Inter-Library Loan staff. The Collection Development Manager interacts with the public and other staff members.

As a Collection Development Manager, a typical day may include the following...

- ✓ Work with library administration and youth services to develop, implement, and evaluate collection development policies and procedures
- ✓ Select adult fiction, non-fiction and audiovisual materials for the system in cooperation with other departments and branches
- ✓ Plan, manage and direct all aspects of the library acquisitions software and CollectionHQ.
- ✓ Establish and maintain relationships with vendors, negotiate contracts and pricing
- ✓ Plan and coordinate adult collection maintenance including weeding, replacement, and assessment; manage gifts, and donations system wide; and the book sale room located at the Main branch
- ✓ Participate in the personnel process for Collection Development and interlibrary loan staff, including hiring, training, supervision, and performance management
- ✓ Recommend and monitor collection budgets; write and administer grants
- ✓ Provide direct customer assistance
- ✓ Prepare reports and compile statistics reflecting collection development activity
- ✓ Participate as a member of the management team

Perform related duties as assigned

This job maybe a good fit for you if you have...

MLS from an accredited library school or related Master's

3 years progressively more responsible professional library experience **OR**

Equivalent combination of education, training, and work experience that will provide the required knowledge and abilities

Must qualify for library certification from the state of Kentucky

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Skills and Abilities

Thorough knowledge of library principles and practices; awareness of current library trends and developments

Thorough knowledge of standard selection and evaluation resources

Experience with vendor database programs and other online selection tools

Ability to evaluate print and nonprint materials in relation to the needs of Boone County and the library system

Ability to interpret community interests, concerns and needs and to assist in developing appropriate library services and collections

Ability to apply effective principles of supervision to direct and motivate employees

Ability to establish and maintain effective working relationships with other employees and the public

Ability to set priorities and work independently

Ability to communicate effectively orally and in writing; strong presentation skills

Proficiency with Windows-based PC's, Microsoft Office products, Web searching, email, and related products and procedures

Light to medium work [lifting, pushing or pulling 20-50 lb. Maximum]

Reaching, bending, kneeling and crouching to retrieve and replace library materials, files, supplies

Movement throughout the facility locating/retrieving materials

Handling and manipulating library materials; fingering pages, cards, forms, etc.

Operating computer and office equipment

Visual acuity sufficient to read primarily typed or printed text in a variety of font sizes and styles

What we have to offer...

Salary starts at \$50,336 and will commensurate with education and experience. Excellent benefits package, which includes healthcare, dental and vision coverage at no cost to employee, including a generous time off policy and participation in the County Employees Retirement System.

If you have what we're looking for in this position, send cover letter, job application and resume to:

Human Resources Manager

Boone County Public Library

1786 Burlington Pike

Burlington, KY 41005

jobs@bcpl.org

Fax 859-689-0410

Position will remain open until filled.