



CLASS SPECIFICATION

Class Title: Collection Development Manager
Department: Library
FLSA: Exempt

Class Code: 4439
Grade: 23
Eff. Date: 7/20/2017

GENERAL PURPOSE

Under general supervision of the Library Director or Deputy Library Director, manages the library system's collection of materials, including quality selection of materials. May act as a branch manager; performs direct staff supervisory duties as assigned by the Director.

EXAMPLE OF DUTIES

Serves as a system resource in all aspects of collection development.

Manages system-wide collection development activities in the Library; formulates system collection management plans, goals and tasks; consistent with the Library's *Material Selection Policy*, ensures collection management and budgetary goals and plans at the system level are clearly stated, implemented and completed. Consults with Branch Managers as they plan and implement collection management goals and plans at the branch level; provides feedback as warranted.

At the system level, creates and provides instruction to staff regarding collection analysis; develops methods for statistically evaluating collections; evaluates and assists with implementing collection development plans for each library; provides training to staff as needed.

Actively participates in the assessment of the collection and budgetary impact; recommends and oversees budget allocations related to collection maintenance; participates in the preparation of annual reports at the local, state, and federal levels as needed.

Supervises assigned staff including hiring, promoting, training, assigning and monitoring work, conducting performance appraisals and discipline in accordance with Davis County Policies, Procedures, and practices.

Evaluates collections for improvement based on professional standards; coordinates with staff to promote collection at library locations and online; works with reference and children's staff to help identify general direction, target collection sizes and acquisition quotas, and specific titles for improving various areas of the collection; ensures targets and quotas are met on a monthly and an annual basis.

Coordinates all branch collection activities such as collection promotion, evaluation of collections, and weeding; produces statistics necessary to evaluate and compile reports, and documents collection effectiveness.

Manages system-wide publicity about items in the collection. Works with the Director, Deputy Directors and Branch Managers to promote use of on-site and online collection and provide enhanced readers-advisory options for patrons; assists in designing system-wide promotions and branch level efforts to identify areas where acquisition and promotion are linked.

Provides assistance to library patrons; responds to reference questions and locates information sources; provides guidance regarding specific books and authors, electronic sources and system-wide resources.

Participates in continuing education programs such as library conferences including required and elective State, County or Library training.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

Graduation from an American Library Association (ALA) accredited college or university with a Master's degree in Library Science, or graduation from an accredited college or university with a Master's degree in public or business administration, plus four (4) years of full-time paid library experience, two (2) years of which must have been in a supervisory position. An acceptable combination of education and experience may be considered.

Preference for public library experience.

2. Special Qualifications:

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: policies and practices related to selecting, promoting and overseeing collection of books and non-print materials for a diverse population in a public library; library reference sources, including electronic sources; public library practices; effective management principles and practices; applicable policies, procedures, and practices.

Skill in: using applicable computer hardware and software programs and applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: hire and train employees in compliance with applicable laws, policies, and procedures; assign, supervise and evaluate the work of others; work with the general public in a library setting; participate in service planning and evaluation; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies, library patrons and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required



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of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***