

Yakima Valley Libraries Collection Development & Circulation Manager FLSA: Exempt Professional

Job Purpose and Summary

The Collection Development and Circulation Manager is responsible for providing leadership and guidance in coordinating the direction and balance of Library collections and circulation for the Yakima Valley Libraries (YVL). This position collaborates with district staff to anticipate and meet community needs that align with YVL's strategic goals.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

Administration:

- Provides leadership and vision for YVL's collection and circulation development
- Responsible for hiring, supervising, mentoring, problem-solving, and goal setting for employees within the department. Plans initiatives for the department that align with the Libraries' strategic plan
- Develops and manages departmental budget(s) and reports
- Collaborates with Libraries' public services staff to achieve departmental and Libraries' goals
- Analyzes community and Library data to select, purchase, or ILL materials for YVL
- Determines and implements standards for core collections as well as prepares selection lists reflective of those cores standards; uses collection and statistical reports to monitor collection performance and continued effectiveness of set standards
- Reports to and works with the Public Library Services Director in conjunction with Library Management Team to respond to the needs of the public
- Develops profiles and circulation goals annually for each branch in conjunction with Library's Management team.
- Develops and implements collection guidelines for staff use and proposes updates of existing selection guidelines
- Creates required reports to support branch staff in de-selection and reassignment of materials
- Responsible for electronic resource management, setting up trials, negotiating prices, evaluating use, and maintaining relationships with vendors
- Identifies materials appropriate for standing orders and periodicals

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- Explores new collection development tools to identify areas that will contribute to streamlining processes
- In coordination with IT Manager, analyzes collection usage and provides reports for Executive Director
Under direction of Public Library Services Director and Business Services Director: assists in the resolution of a wide range of routine and non-routine personnel issues and difficult situations; assists in the implementation of discipline and termination procedures in coordination with the appropriate management staff
- Oversees customer requests for materials not in our collection to determine availability for purchase or ILL request and communicates effectively with customers regarding the status of their requests
- In coordination with staff, educates customers and members of the community about the availability of an extended variety of materials through inter-Library loans services
- Explains policies and procedures to Library customers and staff and resolves related questions and concerns
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaint
- May provide direct assistance to customers with basic information regarding use of Library materials, equipment, and services
- Maintains the integrity of confidential information

Libraries' Leadership

As a member of the Library's Management team, the Collection Development and Circulation Manager will actively engage in planning and implementing innovative services for YVL.

- Advance departmental and Libraries' goals
- Advocate for equity, diversity, and inclusive practices throughout YVL Libraries
- Participate in committees within YVL and the profession
- Participate in management meetings and monthly Library board meetings and share pertinent updates with department
- Foster an environment of continual professional development, improvement, and learning
- Demonstrate commitment to innovation and discovery to remain relevant in supporting the review, development, and implementation of collection and circulation development
- Demonstrates independent judgment and discretion in a wide variety of situations

Other Duties as Assigned

Required Qualifications:

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- Master's Degree in Library Science (MLS/MLIS)
- Have or obtain Washington State Professional Librarian's Certificate
- Three years of supervisory experience
- Minimum of three (3) years of experience managing collection development and circulation in public libraries
- A valid Washington driver's license
- Demonstrated experience or commitment to working in and fostering an inclusive and diverse environment
Demonstrated organizational, analytical, decision-making, problem-solving and planning skills
- Demonstrated commitment to facilitating extraordinary customer service experiences
- Demonstrated project or personnel leadership experience.
- Experience mentoring staff and developing their leadership skills
- Proficiency in MS Office Suite, specifically Outlook, Word, and Excel
- Proficiency in Windows Operating System and file management
- Proficiency in Library ILS Systems, Collection Management Platforms, and materials purchasing platforms

Preferred Qualifications:

- Extensive experience developing and delivering district-wide strategic collection development and circulation plans
- Experience developing trainings and presentations to support collection and circulation development
- Bilingual (English/Spanish)

Knowledge, Skills and Abilities:

- Extensive knowledge and support of the ALA Core Values and Code of Ethics
- Knowledge and support of the principles of intellectual freedom and Library Bill of Rights
- Advanced knowledge of project planning and management skills, involving designing, leading, and completing a project within its intended scope and timeline
- Advanced knowledge of principles and practices of budget preparation
- Advanced knowledge of broad-based collection development practices; current trends in selection and ordering
- Knowledge of customer driven programs and vendor services; Library automated systems; practices of the national book trade; and national standards.
- Knowledge of a wide variety of reference sources, authors, literature, publishers and publications
- Knowledge of search strategies including use of the Internet, database information retrieval and classification systems

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- Advanced knowledge of theories and practices of collection development, including usage analysis
- Advanced knowledge of principles and practices of goal setting and project coordination
- Ability to maintain excellent and detailed records, including collection usage/circulation
- Ability to coordinate the provision of Library services with other Library managers and staff and performs services in person, by telephone, by mail and electronically, as required
- Ability to work collegially and collaboratively with people of diverse backgrounds
- Be an advocate and ally for equity, diversity, and inclusion
Ability to foster a positive working environment through daily actions and behaviors
- Ability to lead, cultivate, and empower staff
- Effective time management skills
- Ability to strategically delegate work amongst staff and volunteers to enhance services to current and potential customers
- Advanced customer experience skills
- Ability to communicate effectively, including excellent interpersonal skills as well as verbal and written skills
- Ability to pay attention to detail
- Ability to transfer and apply knowledge and experience to new situations
- Ability to analyze situations and make sound decisions
- Ability to work on a regular and dependable basis
- Ability to comply with all applicable Federal, State, and Local laws, regulations, and ordinances as well as all Library System policies and procedures

Supervision Received and Exercised

Receives general direction from the Public Library Services Director. Exercises direct supervision over assigned departments and volunteer staff.

Work Environment and Physical Demands

- Normally seated, standing or walking at will
- Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving Library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasions
- Keyboarding and working at a computer monitor for extended periods required
- Phone usage, reading, speaking, and listening required
- Interaction with Library system staff, Library customers, other libraries, agencies and organizations, or vendors will be necessary to provide and receive information, present programs, and resolve situations or problems

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- May at times have unsupervised access to children under the age of 18 or a vulnerable adult or person
- Travel alone within service area may range over 120 miles in a day
- Some early morning, evening and weekend work required

Signature

Date