

Job Description

Job Title: Library Bibliographic Services Manager (Manager III) Job Code: 909035 Job Family: Library

Pay Grade: JC.17.17 FLSA: Exempt EEO: Professionals

Department/Agency: Library Position Number(s): 100859

Recommended Position Title(s): Bibliographic Services Manager

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – **Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources;** utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Negotiates purchasing arrangements with the Library's book and audio/visual vendors; identifies and determines appropriate vendors based on negotiated discount rate, fill rate, speed of delivery, and the ability to provide additional professional services; initiates and approves encumbrances and expenditures of fund transactions; manages the renewals of subscriptions for periodicals, microfilm, newspapers, and electronic resources by contacting vendors, negotiating pricing and access licenses; cancels and updates annual and real-time database of titles; ensures excellence in vendor relations; prioritizes work and sets goals in annual and multi-year work plans; resolves non-routine database problems, ordering/receiving errors and negotiates financial resolutions.
- Plans annual and long-range budget requests for teams within the Technical Services department; manages the work of cataloging and classifying material in varied formats; researches and implements improvements to ensure team development and productivity; creates and implements standard statistical measures to monitor workflow and improve output and quality; researches and evaluates new releases of SIRSI software.
- Provides leadership and vision for the department; implements strategic plan goals and tactics; supports system-wide initiatives, including the work of Information Services and Youth Services committees and programs; shares ideas, addresses concerns, and supports library and county initiatives.

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- Builds and maintains relationships with external library groups, county groups, community organizations, and/or local businesses; stays current with trends in the profession, sharing relevant information with staff; pursues opportunities to participate professionally, such as articles, blog posts, or presentations on a library topic; advocates for the Johnson County Library in the community and serves as an expert in the profession.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Master's degree in Library Science or related field of study; five (5) years professional level experience in technical services or integrated library systems; three (3) years of supervisory experience; **and a valid driver's license with acceptable driving record.**

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Three (3) years of library collection development experience.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Lifting weight: 40 lbs.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.