

## Job Description

Job Title: Library Collection Development Manager (Manager IV) Job Code: 909045 Job Family: Library

Pay Grade: JC.18.18 FLSA: Exempt EEO: Professionals

Department/Agency: Library Position Number(s): 100304

Recommended Position Title(s): Collection Development 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:

- Manages selection of materials; administers the annual expenditure of collection development funds implementing funding priorities and spending targets; develops and implements collection development analysis and models; ensures that collection development processes utilize efficient technological and professional workflows and integrate with Acquisitions departmental workflows.
- Manages maintenance and de-selection of materials; ensures that collections are current, in good condition and of interest to the public.
- Manages Interlibrary Loan for the Library system; ensures that Interlibrary Loan processes utilize technological and professional workflows and integrate with Collections Department workflows.
- Acts as liaison with the staff regarding collection issues; coordinates collection processes and projects across library system; works with management team to develop strategic and cohesive plans and processes.
- Acts as liaison with the public and media concerning collections issues and handles challenges to the collection; responds to patron inquiries about the collection; oversees collection gifts and donations; partners with the Johnson County Library Foundation in requesting and expending Foundation collection funds.

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### 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 of professional public service experience in a multi-branch library system; three (3) years of experience with public library collections selection; three (3) years of supervisory experience; and a valid **driver's license with an acceptable driving record**.

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

### Preferred Job Requirements:

None

### 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:

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