**JOB DESCRIPTION**

**JOB INFORMATION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Library Manager – Collection Strategies</th>
<th>Civil Service:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Library</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Library Director</td>
<td>Pay Grade:</td>
<td>NB PayScale</td>
</tr>
<tr>
<td>Location:</td>
<td>Marion Public Library</td>
<td>Overtime Status:</td>
<td>No overtime</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>10/18/18</td>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

**JOB SUMMARY**

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a specialized position at the Marion Public Library. The employee manages the library’s collections and displays under the direction and supervision of the Library Director. The employee cultivates a culture of assessment for a broad concept of library collections, and assists the library’s diverse patron population, both in person and through performing specialized library functions. The employee serves as a member of the management team that develops library policies, service programs, and collections; participates in strategic planning and problem solving, marketing and outreach activities, and space utilization planning.

**ESSENTIAL JOB DUTIES/WORK PERFORMED**

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

**Collection Development**
- Manage and develop all library collections, including print, media, digital, and reference databases, for all age groups
- Manage the library’s collections-related budget lines to inform collection development and resource management decisions
- Provide statistics and reports as needed
- Monitor national trends, technologies, and best practices in resource sharing, digital and online resources, collection assessment, and collection management
- Develop and update collection policies and standards for selecting, reviewing, and removing information resources
- Work with library leadership to clarify scope statements for collection areas and make recommendations for setting collection maintenance goals
- Supervise part-time clerical staff, including directing workflow

**Library Service**
- Work with leadership team to assess library services for all ages, contribute to library planning documents, and strategize ways to improve services for the Marion community
- Provide training to staff and patrons in use of online and digital resources
- Serve on public service desks and assist with library programming
- Ensure efficient communication with the public about collection needs; anticipate demand for materials and ensure they are ordered in a timely manner
- Collaborate with other library staff on rearrangement of the collection to facilitate access
- Promote library materials internally and externally; provide and maintain a collection that meets the community’s needs

**Other Responsibilities**
- Create and collaborate on library displays to promote collections
- Assist with training staff as appropriate
- Attend and participate in library staff meetings and training sessions
- Participate in professional organizations and continuing education activities
- Supervise the library when the Library Director and the Deputy Library Director are not present

Daily work may consist of some clerical and paraprofessional tasks including but not limited to general circulation and reference duties and minor maintenance.

## REQUIRED KNOWLEDGE AND SKILLS

*List key dimensions (measurements for success) for this position:*

- Flexibility to embrace the changing mission and vision of the Marion Public Library
- Knowledge about acquiring a variety of library materials in all formats and for all ages
- Ability to work collaboratively and independently
- Strong creativity and a sense of humor
- Ability to understand, collect, and calculate statistics and perform qualitative analysis of community feedback
- Knowledge of and experience with online resources and databases
- Exceptional attention to detail and organization
- Ability to manage several projects at once
- Ability to work with minimum supervision
- Ability to supervise, train and evaluate staff
- Ability to represent the library to the public and profession
- Ability to act with political savvy
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to provide high level of customer service to internal and external users
- Work collaboratively with external partners
- Project management skills and the ability to bring projects to fruition
- Supervisory experience along with an ability to promote a positive team environment
- Strong commitment to innovation and risk-taking
- Presentation skills

## ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

*List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:*

- Ability to sit, bend, stoop, reach, stand, push, pull as required
- Physical agility, strength and dexterity necessary for handling library materials up to 35 pounds.
- Dexterity to use basic technology equipment, including a keyboard, mouse, and touchpad
- Interpersonal skills and cognitive flexibility to interface with a variety of internal and external customers in diverse, sometimes high-stress, situations
- Executive functioning skills appropriate for a busy, fast-paced environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## QUALIFICATIONS

*List the minimum requirements to be considered for this position:*

- ALA-accredited Master’s degree in Library and Information Science is required
- A valid Iowa driver’s license is required within 30 days of hire.

## WORKING CONDITIONS

*List working conditions for this position:*

- Works in an office environment
- May be required to work some overtime upon demand of workload
- The Marion Public Library is a busy, customer-focused library with a high level of use by patrons of all ages.
Patrons have high expectations regarding the quality and efficiency of library service.

- Program coordinators are required to work one evening per week and in a Saturday-Sunday rotation. They regularly work with and have access to patron records that are confidential according to the Code of Iowa.

<table>
<thead>
<tr>
<th>REQUIRED BACKGROUND CHECKS</th>
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</thead>
<tbody>
<tr>
<td>List working conditions for this position:</td>
</tr>
<tr>
<td>- Sex Offender Registry</td>
</tr>
<tr>
<td>- Drug Screening</td>
</tr>
<tr>
<td>- Driving Record</td>
</tr>
<tr>
<td>- Pre-Employment Physical</td>
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