

See Yourself Here.

*The Dayton Metro Library is seeking a full-time **Technical Services Director** who can skillfully administer an annual budget of nearly \$5 million. This position oversees staff who order books, audiobooks, music CDs, video, e-books, and e-audio. In addition, they will oversee the Cataloging and Acquisitions departments to ensure that the materials reach our shelves and e-platforms as efficiently as possible. The successful candidate will be skilled at using Microsoft Excel to perform statistical analysis of the Library's collections so that the materials budget is spent as effectively as possible. Join our team today!*

DML is committed to cultivating inclusive environments and a workforce that reflects the diversity of our community. As such, we encourage Black, Indigenous, and people of color (BIPOC) to apply, in addition to members from other marginalized groups.

Further, we recognize the importance of language diversity on our team as Dayton was the first city in the United States to earn the status of "Certified Welcoming" city. We encourage applications from individuals that are fluent or proficient in any non-English languages commonly used in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish, Swahili, and American Sign Language (ASL).

Essential Job Duties

- Establishes goals and objectives for Collection Development activities that support the Library's mission.
- Works with Acquisitions Manager and Cataloging Manager to develop and implement customer-centered collection development, acquisitions and cataloging processes and procedures. Oversees staff who select physical and emedia formats and manage patron recommendations for purchase, demand purchasing programs and patron driven acquisition programs.
- Directly hires, trains, manages, evaluates, and schedules Cataloging Manager, Acquisitions Manager and employees in collection development. Requests, prepares, implements and monitors the system-wide Technical Services budget. Evaluates vendor agreements, database contracts, and formulates spending strategies. Assists Acquisitions Manager and Finance with fiscal year close and appropriation rollover.
- Oversees Acquisitions Manager in their responsibility for the application of Acquisition and Serials modules in integrated library system, vendor ordering sites, and the transfer of financial information to financial system.
- Collaborates with public service managers to use location specific demographic information and collection statistics to determine selection priorities and special needs. With public service managers' input, determines and implements floating collections and shelving analysis. Participates in annual branch visits by collection development.
- Serves as liaison with publishers, vendors and self-published authors or creators.
- Designs and implements standards and methods for selection, de-selection, review and replacement of subject collections. Works jointly with Directors and Managers to ensure the continuous development of Main and branch library collections, and assists public service



locations in locating hard-to-find items in difficult or new subject areas. Coordinates efforts of collection advisory committees.

- Creates reports from integrated library system and conducts in-depth analysis and evaluation of the collection to determine the condition, currency, coverage, relevancy and borrowing trends of print, non-print and e-media. Provides deselection support to agencies.
- Responsible for the continuing implementation, interpretation and updating of collection development policies and procedures. Trains new staff about collection development procedures and Collection Development Policy. Oversees Request for Reconsideration process. Researches new material formats and coordinates the system-wide implementation of new formats. Coordinates and supports floating collections.
- Oversees acquiring materials for programs, strategic initiatives, donations and grants. Coordinates promotion of new titles on website, fliers, social networking and programs.
- Coordinates daily workflow and interaction of Collection Development staff with Cataloging.

Job Qualifications

- Master's Degree in Library and Information Science, minimum of three to five years of increasingly responsible experience in a public library setting at a professional level.
- Supervisory experience required.
- Collection development experience is required.
- Knowledge of professional cataloging rules, principles, methods, techniques and procedures is preferred.
- Experience performing acquisitions or technical services work in a library setting is preferred.
- Knowledge and appreciation of literature, audiovisual materials, Web sites and other electronic media, and materials which constitute a diverse, current and relevant collection. Familiarity with juvenile, teen and adult audiences and related materials.
- Ability to prepare and administer budgets.
- Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required.
- Ability to maintain effective relationships with the public, publishers, information vendors, and staff.
- Ability to read, analyze, and interpret professional journals, policy and procedure manuals, publishing trade journals, and general business periodicals.
- Ability to write reports and business correspondence clearly and informatively.
- Ability to effectively present information and respond to questions from staff, patrons, and members of the community individually and in a group setting.

Compensation and Benefits: Salary is negotiable starting at \$101,119 annually. Benefits include health, dental and vision insurance along with paid time off and OPERS retirement.

Application Process: Please submit a cover letter and resume to Jennifer Kadel at careers@daytonmetrolibrary.org. This position is open until filled.

The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment



DAYTON
METRO
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MAIN LIBRARY • 215 East Third Street • Dayton, Ohio 45402

without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.