



JOB OPPORTUNITY

Collection Development Manager- Library Manager

Location: Garrettsville	Hours: Full-Time (40)	Minimum Experience: Mid-level	Wage rate: \$55,000 annual
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HOURS: Average of 40 hours/week. Exempt

JOB PURPOSE:

To assist patrons by providing a unique collection of books, periodicals and audio-visual media for all age groups served by the Portage County District Library System.

QUALIFICATIONS:

Masters of Library Science Degree or within six months of obtaining the degree and applicable experience.

SPECIAL QUALIFICATIONS: Ability to work varied hours as needed which may include evenings and weekends.

Physical Agility: Requires the ability to bend, stoop, reach, climb, and stand. Requires the ability to lift boxes and crates weighing 40 pounds and the ability to push or pull book trucks weighing 70 pounds. Must be able to lift and shelve materials and move materials from one location to another.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of library goals and objectives; operation of automated library equipment; computer operations and functions including data processing techniques; basic statistics. Ability to define problems, collect data, establish facts and draw valid conclusions (e.g. research procedure, policy development and interpretation); plan, schedule and organize work; prepare meaningful, concise and accurate reports; communicate effectively in written and oral form; establish cooperative work environment at both branch and interdepartmental levels; develop good rapport with library patrons as well as vendors and other outside contacts. Thorough knowledge of collection development in all formats, including audio-visual, in the public library environment. Proficient computer skills with the ability to integrate technology into operations. Knowledge of patron interest levels. Knowledge of current and classic children, young adult and adult materials. Knowledge of publishers and vendors and their practices. Skill in the material selection and ordering process.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification).



COLLECTION DUTIES

- *Coordinates and implements system-wide collection development activities in all formats.
 - *Assists the Library Director in developing the collection budget for library materials.
 - *Maintains thorough knowledge of available materials, material formats, and patron preferences.
 - *Performs library material acquisitions duties and resolves problems with orders.
 - *Manages multiple materials funds
- Designs and implements standards and methods for selection, review, and replacement of library materials.
- Assists with the design, implementation, and interpretation of existing collection development policies and procedures.
- Conducts ongoing statistical analysis of branch collections and collection needs.
- Assists in maintenance of online catalog lists.
- Catalogs and processes library materials.

ADMINISTRATIVE DUTIES

- Prepares circulation and financial reports as requested.
- Collects and maintains library statistics as instructed.
- Attends meetings and in-service training as requested.
- Serves on committees as requested.
- Performs additional duties as assigned.
- Works jointly with branch and administration managers in achieving objectives of Portage County District Library's Strategic Plan.
- *Works with Portage Library Consortium partners on shared resources.
- *Denotes essential function of the job.

Apply for this job:



Anyone interested in being considered for a posted position with Portage County District Library must apply online for that specific posted job. Resumes may be required as part of the online application process. After reviewing your online application, we will contact you if you are selected as a candidate for the current position available. <https://www.portagelibrary.org/employment>

Applications will be directed to the Assistant Director, Angela Young.

Deadline to Apply: Applications received before Saturday; November 2, 2024 will receive first consideration. Position is open until filled.

PCDL is an Equal Opportunity Employer