

HEAD OF COLLECTION AND BIBLIOGRAPHIC SERVICES

(Range 131)

DEFINITION

Provides professional, administrative, and supervisory direction for all collection development, acquisitions, cataloging, and processing operations, as well as bibliographic database management for the Library District.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Information Technology Director, CIO.

Exercises general supervision over Collection and Bibliographic Services Department staff, as well as other assigned staff.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Ensures the efficient operation of the Collection and Bibliographic Services Department.
2. Directs and supervises the work of subordinate staff including training, completing performance evaluations, disciplining, working with staff to correct deficiencies, and ensuring a safe work environment.
3. Resolves a wide range of non-routine issues and difficult situations.
4. Collects data, prepares planning documents, and develops goals and objectives for Collection and Bibliographic Services Department.
5. Prepares, submits, and maintains the Collection and Bibliographic Services Department budget. Prepares district library materials budget, establishing fund breakdowns as needed for Acquisitions and/or Business Office functions.
6. Provides advice and consultation to the Executive Director, Deputy Director, Chief Operating Officer, Library District staff and management, the Board of Trustees, patrons, and others concerning various policies and long-range planning of the Collection and Bibliographic Services Department.
7. Oversees bibliographic and item-level data, tables, and system configuration of library ILS.
8. Coordinates routine workflow, as well as special projects, involving the bibliographic database including cataloging, classification, and processing; authority control; bibliographic reports and statistical coding; database cleanup; record changes and/or purges; and data migrations.
9. Manages uploading of records from bibliographic utilities, vendor and contract libraries, including creation and maintenance of ILS load tables.

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10. Consults with vendor and publisher representatives and develops value-added service specifications in order to facilitate efficient acquisition of library materials and effective vendor-supplied cataloging and/or processing of those materials.
11. Coordinates planning and acquisition of library material collections for new or enlarged library branches, working with vendors to create opening-day collection specifications and working with the district's General Services Department to determine shelving needs and configurations.
12. In cooperation with Virtual library staff, selects and purchases online databases and coordinates with district legal counsel in license negotiations.
13. Selects and purchases electronic media, including ebooks, downloadable audiobooks, streaming music and video, etc.
14. Responds to inquiries, complaints, or Requests for Reconsideration in a courteous and timely manner.
15. Maintains up-to-date knowledge on current trends in the print and audiovisual publishing industries, as well as knowledge of library ebook and emedia distribution and availability.
16. Keeps abreast of the latest trends and developments in selection, collection maintenance, weeding, acquisitions and related collection development issues.
17. Keeps abreast of the latest trends and developments in database management, cataloging, classification, and processing.
18. Exercises decision-making skills in budget evaluation, library material selection and purchasing, cataloging, database maintenance, vendor selection and evaluation, and staff issues.
19. Conducts library research for procedural and administrative studies, and prepares reports recommending solutions or courses of action regarding such.
20. Prepares, interprets, analyzes, and summarizes various routine and non-routine statistical reports.
21. Develops, interprets, and implements Library District and Department policies and procedures.
22. Interacts extensively in person, by email, and over the telephone with district-wide staff and management, outside agencies, vendors, patrons, and other libraries.
23. Participates on interview panels and selects staff for Collection and Bibliographic Services Department.
24. Attends or conducts various meetings and training sessions at sites throughout the Library District.
25. Utilizes and operates personal computers, automated library systems, the Internet, e-mail, on-line tools and resources and library and general office equipment including, but not limited to copy machine, telephone, and fax machine.

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Marginal Functions:

1. Catalogs library materials including electronic, audiovisual and print materials as needed.
2. Participates in committee work.
3. Attends and participates in professional association meetings and seminars.
4. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Professional public library principles, practices, and technique.
2. Current, trends and developments in the field of library science and supervision appropriate to materials selection and acquisition, cataloging, and database management,
3. Cataloging practices and standards such as RDA, LCSH, MARC, and Library of Congress Classification.
4. Automated systems used in libraries such as OCLC, III, as well as online tools, catalogs and other resources.
5. Sources and availability of library materials.
6. Planning methods and techniques.
7. Research techniques.
8. Effective supervisory techniques and practices.
9. Basic accounting principles and procedures.
10. Principles of budget development, administration, and control.
11. Adult and children's literature.
12. Print, audiovisual, and electronic publishing industry.
13. Library District and Department policies and procedures.
14. Library District terminology and functions.
15. Pertinent Federal, State, and local laws, regulations, and ordinances.
16. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Exercise good judgment and make sound decisions.

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2. Accept and manage change and maintain flexibility.
3. Supervise and direct the work of subordinate staff.
4. Plan, organize, and prioritize projects and work assignments for efficient results.
5. Interpret and explain Library District, Branch, and Department policies and procedures.
6. Work independently and as part of a team.
7. Work under pressure and meet deadlines.
8. Maintain effective working relationships with those contacted during the course of work.
9. Exercise initiative independent judgment, and discretion.
10. Understand and follow oral and written instructions.
11. Communicate clearly and concisely, both orally and in writing.
12. Communicate with and elicit information from difficult, upset, or irate patrons.
13. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
14. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skill in the use of:

1. Personal computers and associated software.
2. Automated library information systems such as III, OCLC.
3. Library and general office equipment.

Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association required. Five (5) years of increasingly responsible professional library experience including demonstrated ability to manage a library collection development process and supervise staff, required; the ability to negotiate contracts and maintain productive corporate relationships on behalf of the District, required; the ability to supervise workflow and staff in acquisitions, cataloging, and

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processing, required; the ability to configure and maintain an online bibliographic database as part of an established ILS, required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking; frequent lifting and carrying objects of moderate weight (12 - 20 pounds); occasional lifting and carrying objects of moderately heavy weight (21 - 40 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require color perception, visual perception, audio perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: EXEMPT
CBA: NONE
DEVELOPED: JUNE 1, 2014
REVISED: MARCH 13, 2018