

## **JEFFERSON COUNTY RURAL LIBRARY DISTRICT JOB DESCRIPTION**

### **CLASSIFICATION TITLE: MANAGER 1: HEAD OF COLLECTION DEVELOPMENT AND DISCOVERY SERVICES**

#### **CLASSIFICATION SUMMARY:**

The Head of Collection Development & Discovery provides strategic leadership for the library's collections and integrated library system (ILS), ensuring resources are current, discoverable, and responsive to community needs. This management-level position oversees acquisitions, cataloging, and discovery services, supervises assigned staff, and coordinates with CLEO partners on shared ILS functions. This position also maintains a limited public service presence (approximately two hours weekly at the Information Desk) to stay connected with patron needs while prioritizing system management and collection leadership.

#### **PRIMARY DUTIES AND RESPONSIBILITIES – ILS ADMINISTRATION:**

- Coordinate the District's ILS (Polaris) in partnership with Polaris Managed Services, OESD, and CLEO member libraries. Provide local leadership for configuration, permissions, and workflows, ensuring policies and discovery meet community and consortium needs.
- Serve as liaison for CLEO partners, communicating policy changes, updates, and workflow guidance.
- Interpret reports and usage data provided by Polaris; generate custom SQL reports as needed to support data-driven decision making.
- Ensure reliable discovery and effective staff workflows, escalating technical issues to vendor partners for resolution.

#### **PRIMARY DUTIES AND RESPONSIBILITIES – COLLECTION LEADERSHIP:**

- Develop and oversee the District's collection development strategy, including selection guidelines, materials budgets, and evaluation of usage data.
- Analyze circulation trends, demographic data, and patron feedback to guide purchasing and weeding decisions.
- Maintain vendor relationships, negotiate contracts, and resolve order/billing issues.
- Promote library collections through newsletters, displays, and digital platforms.

#### **PRIMARY DUTIES AND RESPONSIBILITIES – GENERAL:**

##### **Supervision & Team Leadership**

- Supervise the Cataloger and assigned technical services staff; provide training, performance evaluation, and scheduling.
- Work collaboratively with selectors and other staff to coordinate acquisitions, receiving, invoicing, and BARS reconciliation with Finance.
- Provide leadership on unresolved cataloging, acquisitions, and ILS issues in partnership with the technical services team.

##### **Public Service**

- Provide professional reference, readers' advisory, and technology assistance to patrons as assigned (approx. 2 hrs/week).
- Participate in library-wide planning, projects, and committees.

#### **Other Duties**

- Represent the library at meetings, workshops, and professional events.
- Maintain current knowledge of trends and best practices in collections, technical services, and discovery systems.
- Contribute to a positive, inclusive, and collaborative organizational culture.
- Other duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

*(Depending on work assignment, some or all of the following may apply).*

#### **Knowledge of:**

- Library functions, methods, and organization.
- Library practices, policies, procedures, terminology, and equipment.
- Library computer systems, software, and databases.
- SQL databases, Windows operating systems, Internet and PC applications
- Integrated library systems practices and procedures.
- Current technologies including the Internet, social networking, and web-based tools.
- Current trends and practices in cybersecurity.
- Reference and bibliographic tools, techniques and procedures.
- Interlibrary Loan Practices.
- Cataloging principles and use of the online catalog.
- Processes and procedures relative to the delivery of adult/reference services.
- Programming and community outreach activities.
- Circulation processes and procedures.
- Materials selection methods and review resources.
- Supervisory principles, practices, and methods.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Record-keeping techniques and practices.

#### **Ability to:**

- Communicate the purpose and values of the organization in a compelling and inspiring way.
- Model professional behavior and encourage co-workers through ongoing interactions, teaching, and role modeling.
- Multitask and work in a busy environment with frequent interruptions.
- Plan and organize library operations, activities, and services to meet public needs.
- Assist with library operations in the absence of the Director.
- Provide information to patrons in a tactful and courteous manner.
- Plan and organize projects, trainings, and programs.

- Assist patrons in locating and utilizing library materials.
- Supervise and coordinate systems and technical services operations.
- Ensure the delivery of high-quality library programs and services to the community.
- Conduct public outreach activities and promote library services and resources, as required.<sup>4</sup>
- Provide reference/readers advisory services and customer assistance to patrons.
- Operate relevant computer systems including hardware and software, such as Microsoft Office 365, electronic databases, and Internet navigation, as well as office equipment and security systems.
- Convey technical information to non-technical staff and users required.
- Install computer hardware and software.
- Learn and explain library practices, procedures, and equipment.
- Supervise, lead, and delegate tasks and authority.
- Set priorities and use initiative and independent judgment.
- Exercise initiative and judgment in supervising and evaluating the work of others.
- Prioritize, assign, and schedule work.
- Train and provide work direction to others.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little or no direction.
- Establish and maintain effective working relationships with other staff, other libraries, community groups, library patrons, advisory Board members, consultants, vendor staff, and the public.
- Handle money, give correct change, and prepare related financial reports required for cash reconciliation.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.
- Maintain physical spaces in a neat and orderly condition.
- Monitor and maintain acceptable patron behavior in the library.

## **QUALIFICATIONS:**

### **Required Qualifications**

- Master's Degree in Library and Information Science from an ALA-accredited program, or equivalent advanced training/experience in library management.
- Five years of progressively responsible library experience, including collection development and ILS/technical services work.
- At least two years of supervisory or management experience.
- Familiarity with SQL and ability to generate or adapt reports as needed.
- Knowledge of metadata and cataloging standards.
- Strong communication, teamwork, and vendor/partner relationship skills.

### **Preferred Qualifications**

- Experience administering Polaris or another SQL-based ILS.
- Experience working in a consortium or multi-partner ILS environment.
- Demonstrated ability to balance technical services management with public service awareness.

## **REQUIRED LICENSES OR CERTIFICATIONS:**

- Washington State Librarian Certification
- Valid Washington State Driver's License

**PHYSICAL DEMANDS:**

- Ability to read computer screens, keyboard, and use standard office equipment.
- Ability to move between offices, attend meetings, and work at service desks.
- Ability to bend, reach, and lift up to 25 pounds.
- Ability to push or pull carts of books and materials.
- Ability to communicate effectively in person, by phone, and electronically.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

- Work is performed in a library and office setting, with regular contact with staff, patrons, and outside vendors.
- Noise levels are generally moderate, with occasional higher levels during programs and busy public service times.
- Position requires flexibility to adjust to shifting priorities and deadlines.
- Evening and weekend work may be required for programs, meetings, or special events.
- Travel between consortium partner sites may occasionally be required.

Classification Specification: January 2008; Amended: September 2014, June 2017, April 2024. Job Description Specification: October 2025