

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Manager – Selection and Order**

Dept.: **Selection and Order**

Job Code Number: **10351**

Reports to: **Director of Public Services**

Grade Number: **21, Non-represented**

Effective Date: **August 2011**

FLSA Status: **Exempt**

General Position Summary:

Supervises the operation and expenditures of Selection and Order, Mendery, Evaluation, New Collections Interlibrary Loan and Central Serials areas of Collection Management Services (CMS). Directs and provides leadership to staff including supervisors, coordinators, librarians, technicians, and pages. Selects materials for KCLS collections. Primary customers are community libraries and vendors. Secondary customers are the public.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Assess workflow within assigned areas of CMS on a short term and long term basis, adjust/re-deploy staff as needed.
2. Select materials.
3. Participate in and maintain a team structure within Collection Management Services.
4. Select, monitor and evaluate assigned CMS staff.
5. Supervise adult, children's and young adult librarians.
6. Negotiate/problem solve with peers in CMS/KCLS.
7. Oversee maintenance of Central Storage collection.
8. Work with ITS to facilitate the ongoing maintenance of the Acquisitions and Serials modules of the integrated library system and serve as a resource for Acquisitions and Serials system requirements.
9. Oversee materials collection budget expenditures.
10. Professional self-development activities.
11. Attend KCLS meetings and serve on various committees.

Secondary Duties:

1. Other duties as assigned.

Communication:

Contacts are normally made with KCLS employees, customers, and vendors, etc. Contacts are frequently initiated by the incumbent and occasionally initiated by the supervisor or a third party. Incumbent interacts frequently with customers. The communication regularly contains confidential/sensitive information necessitating discretion.

Initiative:

This position develops practices and procedures for the division and is responsible for participating in the development of policies and procedures that have impact across the organization. The incumbent is responsible for problem solving at the department level and regularly participates in problem solving across the organization. The position frequently develops new programs/services and the job involves a high degree of complexity. The incumbent operates independently with minimal supervision and is frequently involved in new and varied work situations. Position is required to make decisions with high level system wide impact.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. It has substantial planning, including strategic planning, and goal-setting responsibilities and plans have a long-term view in impact or results. Decisions made by this position have broad/far reaching impact across KCLS. The incumbent's work is occasionally monitored or checked by the supervisor. An error in the work would result in budgets being overspent, invoices not paid, materials not received or issues not resolved when identified. The incumbent is responsible for anticipating delay and planning around it. The position is responsible for the performance appraisal, salaries, personnel notes and all other data regarding the employees within the organization.

Leadership:

The position is responsible for mentoring as a manager. Positions include pages, technicians, supervisors, coordinators and librarians. The position is responsible for role modeling and promoting organizational values within the division and as a representative of the organization to vendors.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Five to seven years library experience, at least two of which is at the supervisory level, with two to four years selection and order experience preferred.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of public library policies and procedures as it pertains to the operation and management of CMS.
- Extensive knowledge of the publishing industry.
- Considerable knowledge of management concepts and sound supervisory practices.
- Considerable knowledge of planning, goal setting and determining objectives.

Ability to:

- Effectively lead and manage significant KCLS staff and assets.
- Anticipate and respond to change with regard to staff and work processes.
- Initiate change when required to respond to frequently changing work conditions.
- Make decisions quickly based on sound judgement and knowledge of KCLS organizations.

Skill in:

- Providing leadership to staff and throughout KCLS relative to Collection and Management Services.
- Multitasking applicable to staff.
- Maintaining a highly efficient workflow throughout the organization.
- Identifying and initiating training requirements for staff.

SPECIAL REQUIREMENTS

Valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. The job is in an open work area with many interruptions, conversations and noises on a continual basis.

Advancement Possibilities:

Director of Public Services

Library Cluster Manager

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____

Director of Human Resources