Collection Development Manager

Queens Library
Arverne, NY 11692

Salary: Not stated
Status: Not stated
Posted: Not stated
Deadline: Not stated

Position:
Collection Development Manager

Position Description:
Under the direction of the Assistant Director of Technical Services, the Collection Development Manager is responsible for managing the day to day operations of the Collection Development Division (CDD).

Position Responsibilities:

- Leads, manages and implements departmental initiatives.
- Directs efforts to promote reading via the system-wide selection of new books in all languages and formats.
- Ensures popular materials are available on their street dates. Oversees the content of monthly lists across age specialties and formats.
- Develops and updates collection distribution templates by analyzing data pulled from Virtua & BW.
- Collaborates across Queens Library departments and agencies to offer training and assistance with weeding projects for all community libraries.
- Collects and evaluates usage statistics of library databases and makes recommendations on the renewal of online services.
- Collaborates with Acquisitions, Metadata, Shipping and Preparation divisions to evaluate current practices.
• Identifies opportunities for process improvements and develops plans to streamline and maximize the efficiency of data transfers, material acquisitions, general management processes and invoice payments.
• Manages a team of senior librarians. Develops and provides system wide training for Queens Library staff on using digital books, searching vendor sites, collecting usage data and analyzing collection performance with in-house web tools.
• Performs other duties as required.

Required Qualifications:

• ALA accredited MLS/MLIS degree and a New York State Public Librarian’s Certificate required.
• Two years of experience managing public library collection development including retail strategies and collection analysis to achieve high circulating/high use collections required.
• Minimum of three years of progressive management experience required including direct responsibility for the performance management of full time staff (at least two of which shall must be in Supervising Librarian level position).
• A minimum of 6 years of Library Service experience required.
• Must be knowledgeable of trends in public library service.
• Demonstrated cross-functional collaboration, influencing and consensus building skills required. Demonstrated ability to synthesize information and maintain organization-wide perspective while delivering and setting individual goals required.
• Must be able to lead, coach and develop staff to optimal performance levels. Must be able to establish and maintain positive cooperative working relationships within all levels of the organization.
• Must have exemplary customer service skills (public and internal customers). Must have excellent oral and written communication skills.

Preferred Qualifications:

• Library, retail or similar experience preferred. Budget management experience preferred.

Closing Date: Not stated

Special Instructions to Applicants:
To Apply: Please email your resume and cover letter to: QLcareers@queenslibrary.org and reference “Collection Development Manager – QLWEB” in the subject line. Resumes will only be accepted by email. The Queens Library is an Equal Opportunity Employer.