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Date Posted: 07/14/17

Collection Manager

Multnomah County Library
Portland, Oregon, 97212, United States

Salary: $62,852.00 - $94,279.00 (Yearly Salary)

Status: Full-time

Posted: 07/14/17

Deadline: Not stated

Position: Collection Manager

Position Description:
You are committed to creating the best collection the library can have. You have experience in the behind-the-scenes technical services work that is the backbone of any library. You have a strong interest in working with a talented, diverse team to build a dynamic collection that gives our patrons what they want. You are excited about the changing public library environment and how we build and share our collections.

You are a collaborator and understand the importance of building excellent working relationships with your staff and peers in the organization. You are a project leader. You are a visionary who will assist with defining and realizing the Library's future library services and creating an adaptive culture.

If this is what you want to do, read on. We may have the perfect job for you.

Multnomah County Library is a forward looking organization. We are responsive to the needs of our community and dedicated to building a great public library that empowers our community to learn and create. We are looking for a strategic thinker with strong experience in large scale collection development and management. Change is constant in the library, and we need someone who embraces the opportunity to work with staff throughout the system. Use of our digital collection is growing by leaps and bounds, we’re exploring new connections between acquisitions and interlibrary loan, and we are planning for an ILS migration in the next year. We need a great leader to join the team!
Position Responsibilities:

• Provide hands-on management and oversee the functions of staff who do acquisitions and interlibrary loan work.
• Supervise and evaluate staff; set priorities and goals; design and monitor workflow; and provide leadership through training and coaching of staff.
• Devise strategies for the management and coordination of large scale public library collection development.
• Manage fund structure and reporting in the ILS (integrated library system).
• Help staff plan and budget for professional services.
• Use your change management skills to engage staff and lead them through changes in the work.
• Work with staff to prioritize, streamline and improve processes to make the most efficient use of staff time.
• Work with librarians’ system-wide to set collection management parameters and collection targets for all locations.
• Set collection policy in consultation with the Director of Collections and Technical Services and library stakeholders.

Required Qualifications:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant.

• Bachelor’s degree from an accredited college or university
• Three (3) years of professional collection management experience, including experience with at least one of the following: selections, acquisition, fund management, interlibrary loan or large scale collection development planning.
• One (1) year of lead or supervisory experience in a large library system.
• Ability to pass a criminal records check, should a job offer be extended. Results of the records check will be reviewed on an individualized basis. A conviction is not an automatic bar to employment.

Preferred Qualifications:

You do not need to have the following preferred qualifications to qualify. However, keep in mind we may consider some or all of the following when identifying the most qualified
candidates. Please clearly explain on your application how you meet any of the following preferred qualifications.

- Experience with Innovative Interfaces Sierra integrated library system.
- Working knowledge of new and emerging trends and practices in collection management.
- Experience working in a unionized environment.
- Experience working in a large public library.
- Knowledge of principles and practices of public library service in the 21st century.
- Knowledge of principles and practices of strategic planning and project management.
- Master’s degree in library science or equivalent from an ALA accredited college or university.

Closing Date: Not stated

Special Instructions to Applicants:
Contact: Ginger Corrigan