Reading and Materials Director

Pierce County Library, Tacoma, Washington

Salary: $85,308 to $113,316
Status: Full-time
Posted: 10/15/14
Deadline: 11/12/14

The Pierce County Library System, a 2013 National Medal for Libraries recipient, serves 563,000 residents living in fifteen cities and unincorporated Pierce County through eighteen branches and major online services.

If you are a proven leader, who can build trustworthy relationships and successful teams, communicate effectively, manage and develop people, achieve results, and facilitate innovation and change, consider a career with us. The successful candidate has:

- Demonstrated skill in management and supervision of a department and in collaborating successfully in a team-based environment.
- Proven experience in collection-related operations, and understanding of and ability to apply trends in publishing, collection management, technical services, technology, electronic resources and organizational development.
- A positive and calm approach and a sense of fun.

Pay Grade: $7,109 - $9,443 monthly, FLSA Exempt, Management (non-union represented) position.

Schedule: Forty (40) hours per week on a regular schedule to be determined at time of hire. Must be able to work evenings and weekends, substitute for other staff, and attend meetings.

Application Requirements: In addition to completing the application, please also include a cover letter and a resume. Apply through this site no later than 8:00 a.m. on Wednesday, November 12, 2014.

Position Summary:
Leads and directs the operations and activities of the Pierce County Library System’s Reading and Materials Department including management, materials selection and collection maintenance, acquisitions, cataloging and metadata, digital collections, processing, distribution and Interlibrary Loan; responsible for the strategic development and maintenance of Library collections, resources and related services and activities; oversees development and implementation of departmental policies, plans and procedures that achieve Library goals and objectives and are responsive to community needs; participates in system-wide planning; evaluates community needs and trends; manages and maintains vendor relationships; addresses and resolves customer inquiries and complaints; represents the Library to the community; and supervises assigned personnel.

Apply for this job