Manager of Collection Services, Cambridge Public Library, Cambridge, MA

posted October 22, 2014 11:31 AM

(37.5 hrs per wk)

Position #M402-701

QUALIFICATIONS:

A Master's Degree from an ALA accredited school of library science is required. Proven skill in developing an adult popular materials collection is required. A minimum of five years of successful professional experience, at least three of which have been in a position of supervisory/managerial responsibility is required. Experience in Technical Services is a plus. In exceptional instances, specialized education, training, and/or experience may be substituted for part of the educational requirement.

Requires proven organizational and managerial skills necessary to evaluate staff, to set goals with staff, to implement progressive disciplinary action when needed, to motivate staff, to maintain morale, to provide direction, and to support organizational goals, proven expertise in delivering outstanding customer service, collection development and merchandizing experience, and in-depth and broad knowledge of professional librarianship. Ability to handle multiple activities or interruptions at once, to work independently, to meet deadlines, to work effectively with a diverse population, to embrace change and to assist staff to do the same, to work with enthusiasm and initiative, a cheerful disposition, and harmoniously with others, to work well in a team situation with flexibility during emergency staffing situations, and to work effectively in a large library system. Capacity to contribute positively to the culture of the Cambridge Public Library.

PHYSICAL DEMANDS:

- Physically able to operate a variety of machinery and equipment, including office equipment such as computers, printers, scanners, and AV equipment
- Ability to stand or sit for extended periods of time to use computer workstations, including keyboard and visual display terminal
- Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads of up to 50 pounds, and to carry cartons of books or computers and computer equipment
- Must be able to pay close attention to details and concentrate on work
- Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data or things
- Time management ability to set priorities in order to meet assignment deadlines
- Sufficient clarity of speech and hearing or other communication capabilities which permit effective communication
• Sufficient vision or other powers of observation to permit employee to read books and patron requests
• Sufficient manual dexterity which permits the employee to type and record library files
• Sufficient personal mobility and physical reflexes which permits the employee to re-shelve library materials and work at public service desks

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

• Works in assigned area, including office areas, training rooms, library locations, as necessary
• Normal office exposure to noise, stress and interruptions
• Attends and participates in continuing education programs designed to keep abreast of changes in profession

DUTIES AND RESPONSIBILITIES:

The Manager of Collection Services is a senior leadership position responsible for directing the activities of the Collection Services Department. Collection Services executes the functions of acquisitions, cataloging, classifying, and processing for the library system. The Manager oversees the successful implementation of the library’s Collection Development Policy for adult materials and establishes departmental priorities and protocols in the delivery of outstanding collections that consistently anticipate demand and are classified in such a manner as to facilitate their value and accessibility to the public.

• Manages collection services efforts of the Main Library and branches in support of the overall goals of the Library. Ensure staff offers the highest quality services to internal and external customers. Provides strong and innovative leadership for all collection services functions.
• Continually designs, evaluates, and improves departmental policies, procedures, and workflow to achieve optimum output and to best meet the evolving needs of the library community in areas of collection development and merchandizing, acquisition, cataloguing, and searching. Models and orchestrates the delivery of outstanding customer service to both staff and patrons. Sets goals, determines activities required to achieve objectives, evaluates progress, and adapts accordingly. Ensures broad staff participation in devising and achieving departmental goals. Recommends and initiates new services and technologies and phases out obsolete ones in light of developments in the profession. Directs the successful execution of the adult collection development policy and initiates improvements in popular materials collections that strive to create an innovative, dynamic, meaningful experience for the entire community. Maintains a broad knowledge of contemporary popular literature and nonfiction. Develops an understanding of the reading, viewing, and listening interests of Cantabrigians.
• Delivers skilled and effective management to the department and to the library system with regard to collection services. Encourages staff to be forward-thinking and flexible, to try new ideas, experiment, and be willing to fail, and to embrace change. Empowers and trains staff to anticipate and solve problems. Fosters and models excellent communications skills within the department and across the library system. Conducts regular staff meetings. Maintains accurate
and current written policy and procedures. Ensures timely ordering, receiving, and invoicing of all library materials. Works closely with the Financial Analyst to monitor the expenditure of the materials budget. Oversees classification and cataloging of library materials, working in coordination with the Minuteman Library Network. Performs original and copy cataloging as necessary. Oversees correction of errors and inconsistencies in the catalog. Prepares accurate and up-to-date reports.

- Develops, supervises, and evaluates staff. Provides regular feedback and support to individual staff members and mentors staff in their professional growth. Evaluates performance of professional and paraprofessional staff annually, sets meaningful individual goals, and helps staff members to achieve them. Addresses and documents performance issues in a timely manner. Aids in the recruitment and participates in the interviewing of prospective staff.
- Functions as a member of the leadership team of the Library. Supports the goals of the Library. Participates in library-wide meetings to discuss policies, problems, and matters that relate to the whole library. Serves on committees which review and develop library policies and procedures as needed. Contributes positively to the public relations efforts of the Library in print and online. Represents the Library at meetings of the Minuteman Library Network and other regional meetings. Keeps abreast of professional literature, trends and issues.

**RATE:** $71,163 - $85,315 in seven steps

**APPLICATION PROCEDURE:** Internal applicants submit a job bidding form and 2 copies of both your resume and letter of interest by 5pm on the closing date via email to: employment@cambridgema.gov or to Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312

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**Deadline:** 11/13/14