Managing Librarian I - Library

Salary: $80,241.84 - $97,321.68 Annually
Location: Central Library, 1000 Fourth Ave., Seattle, Washington
Job Type: Civil Service Exempt, Regular, Full-time
Shift: Day
Department: The Seattle Public Library
Bargaining Unit: Not represented
Closing Date 12/04/14 08:00 AM Pacific Time

Position Description:

The Seattle Public Library is Seattle’s center of information and knowledge and one of the most popular and valued services in the city. Library staff is highly regarded by the public for their knowledge, quality of service and caring. Staff members are committed to the Library’s organizational values of respect, partnership, engagement, diversity, transparency and recognition. In particular, they demonstrate respect, engage in partnerships, and are transparent in their communications and intentions. A strategic priority of the Library is to foster an internal culture of innovation which focuses on creativity, engagement, learning and staff development. If you share those values and meet the qualifications, the Library invites you to apply for this position.

The Technical Services Manager reports to the Head of Technical and Collection Services. The Technical and Collection Services department of The Seattle Public Library consists of a staff of 30.225 FTEs (32 positions) responsible for the selection, acquisition, cataloging and processing of Library resources. The Technical Services Manager works as part of a team with the managers and staff of Selection and Acquisitions Services and in support of the Assistant Director of Collections and Access to ensure that the strategic and tactical priorities of the department are accomplished. In 2013, the Library added 364,000 new books, DVDs, CDs, audiobooks and digital resources to a collection of approximately 2.4 M items. 11.8 M items circulated in 2013. The Library’s 2014 materials budget is approximately $7.8M including operating and Foundation funds.

The Technical Services Manager supervises the staff responsible for the Library’s bibliographic databases and cataloging module of the Horizon ILS, and the Processing Services staff. A primary responsibility of the Technical Services manager is to coordinate cataloging and authority control, bibliographic maintenance of the public catalog, and serve as a primary contact for the catalog to Public Services staff and the public. The position will be a key contributor to the Library strategic priority for enhanced discoverability and increased access to Library resources.

The Technical Services Manager oversees the physical processing and item inventory of new library materials for circulation and the reprocessing of existing items as needed. Additional responsibilities include facilitating contract arrangements and requisitioning for a variety of...
vendor services including but not limited to OCLC, value-added preprocessing and equipment and supplies.

The Technical Services manager leads a staff of 11 Processing Services Technicians, 4 Catalog Librarians, 3.6 Catalog Technicians and an Assistant Manager. The position works closely with staff across Technical and Collection Services and will assist the Head of Technical and Collection Services in the overall direction of the department. The position will also work closely with Information Technology staff. The ideal candidate will be technically proficient, a team player and an energetic, effective team-builder and leader who will engage, persuade, and support staff through change and workflow redesign. A positive outlook and calm demeanor are essential qualifications.

**Job Responsibilities:**

- Coordinate and direct the day-to-day operations of Processing and Catalog staff.
- Supervise and effectively coach librarians, technical, clerical and other related staff; build and encourage a team-oriented environment; train in the use of equipment, new technologies and work procedures; and evaluate work performance.
- Ensure the provision of timely and responsive customer service by Catalog and Processing staff.
- Establish cataloging and processing policies and procedures for library materials in all formats and multiple languages; continuously evaluate cataloging and processing activities to identify and propose process improvements and access enhancements.
- Provide leadership and training in the cataloging and processing of serials, multimedia, electronic and traditional library resources.
- Work in concert with managers and staff in Technical and Collection Services and serve as a system-wide resource for Processing and Cataloging issues.
- Prepare formal written reports and proposals, collect, analyze and present data necessary for report preparation; and prepare surveys, letters, memoranda and budget requisitions, manuals, procedures and other written documents.
- Respond to inquiries from the public related to the catalog.
- Monitor budgets and prepare monthly spending reports.
- Represent the Library in professional organizations and maintain awareness of current trends and issues in Library services.
- Contribute to developing and implementing strategies for improving the discovery, access, use, and usability of the Library’s collections in an environment of rapidly evolving formats and technologies.

**Qualifications:**

- MLS from an ALA-accredited library school or Washington State certification as a librarian.
- A minimum of three years full time professional experience in a Library Technical Services department.
- Thorough understanding and commitment to the principles of intellectual freedom as they apply to Library collection development.
Minimum of two years of demonstrated leadership and experience performing the full range of supervisory duties (performance management, coaching, hiring, etc.) for a staff consisting of a minimum of 5 members.

Organizational skills and ability to work with and serve a demographically diverse staff (cultural, educational, age, tenure, job roles) and equally diverse community that includes a large population of immigrants and refugees.

Strong knowledge of and experience in cataloging using OCLC and automated/integrated library systems, preferably 2 years or more.

Experience in the use and application of AACR2 (revised), MARC bibliographic and authority formats, Library of Congress subject headings and rule interpretations and DDC classification. Current awareness of RDA.

Ability to lead catalog work with the Library’s non-English languages (Chinese, Japanese, Korean, Russian, Spanish, Vietnamese and East African languages).

Demonstrated experience designing and managing projects, from planning to implementation and evaluation.

Current awareness of trends in library technology, search, discovery, metadata, and user experience.

Advanced computer literacy sufficient to trouble shoot problems in a networked PC environment and to communicate effectively with Information Technology staff regarding problems.

Familiarity with administrative functions and roles of integrated library systems, or similar large database systems.

Excellent statistical-gathering and presentation skills. Advanced MS Office applications skills including WORD, Excel, PowerPoint and Access.

Excellent oral and written communication skills including the ability to produce a wide variety of written documents including letters, reports, manuals, procedures, and training documentation.

Excellent interpersonal skills and the ability to work cooperatively with colleagues.

Ability to bend, stretch, stoop and lift books, boxes of books, equipment and other materials.

Enthusiastic commitment to public service and customer service.

Additional Information:

To be considered all candidates must complete the application and supplemental questions and attach a resume and cover letter describing how your qualifications and experience meet those required for this position. Candidates who submit the application and supplemental questions in lieu of the resume and cover letter may not be considered. This position closes 8 a.m. Thursday, December 4, 2014.

The Seattle Public Library proudly promotes diversity and practices inclusion. If accommodations are needed during the selection process, please let us know.

http://www.seattle.gov/jobs
MANAGING LIBRARIAN I - LIBRARY CR
APPLICATIONS MAY BE FILED ONLINE AT:
Job #2014-01145
If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov

The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.