

The job description below is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the employee a general sense of the responsibilities and expectations of this position. Bucks County Free Library reserves the right to modify this job description at any time with or without notice.



Bucks County Free Library Job Description

Job Title:	Collection Management Administrator
Job Level:	Level 5(b)
Department Name:	Collection Management
Reports To:	Collection Management Director
Date Prepared:	January 2022
Approved By:	Chief Executive Officer

POSITION SUMMARY: The job's primary purpose or contribution to the department and/or the organization. This is a broad summary.

Participates in all aspects of managing the library's collections. Analyzes priorities, compiles statistics, plans workflow and oversees the selection and deselection of library materials for the seven branch libraries. Provides for tie-in ordering and processing of materials by the eleven member system libraries. Assists and serves as a backup for the Access Service Administrator in various aspects of the ILS system, including upgrades, technical support, documentation, and operational reports.

Works with the Collection Management Director, management team members, and staff to ensure that the department meets county wide operational and strategic goals as well as customer service standards. This is an FLSA exempt position.

MINIMUM EDUCATION AND EXPERIENCE:

- Requires Master's in Library Science degree preferred.
- Five years of recent and progressively responsible experience in each of the following areas: Collection Management, Technical Services, and database management.
- Must have current driver's license, insurance, and own transportation or ability to travel among many library sites
- Applicant must provide on date of hire the following three required clearances: PA State Police Criminal Record Check; PA Child Abuse History Clearance; and FBI fingerprint-based background check.

SCOPE OF RESPONSIBILITY:

Supervisory Responsibility: Supervises work within a unit. Responsible for training, instructing and scheduling work within a unit. Responsible for performance evaluations.

Supervision Received: Position functions under general direction of a supervisor or manager and uses a wide range of procedures to meet job responsibilities. Situations are rarely referred to a supervisor unless a change of policy or procedure is involved.

Customer Satisfaction and Service: Understands and communicates complex information, resolves complex problems, including some accountability for ensuring customer satisfaction within assigned areas.

Decision Making Impact: The work of others in the immediate work group or several customers.

Communication Type: Interaction requires a great deal of tact, sensitivity and cooperation, facilitating conversations with or providing information to members of the public or staff who may have differences of opinion.

Communication Level: Level of contact is primarily with library users, clerical, technical, public service employees, or supervisors.

Complexity: Work is generally well defined with clearly stated directions, but involves some non-routine or unusual assignments that may require the use of new approaches or occasional independent judgment.

Budget Responsibility: Tracks a spending budget. Keeps budget records, including cash receipts, and monitors budget expenditures, notifying the appropriate supervisor of problems or issues. Approves and submits online time records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General

- Manages and oversees the daily operations of a work unit.
- Works closely with supervisor and direct reports to ensure that daily and long-term priorities and deadlines are met within the framework of the library's strategic plan goals, standards, policies, procedures, and guidelines.
- Manages operations and makes decisions based on established library standards, policies, procedures, and guidelines. Makes recommendations for improvements or policy changes.
- Evaluates branch collections using standard statistical, demographic, and other analytical tools.
- Maintains regular and dependable personal attendance and punctuality.
- Provides on-call support as needed.

Staff Management and Supervision

- Supervises day-to-day work of employees. Delegates and coordinates assignments. Resolves routine concerns and consults with the direct supervisor for help with problem-solving as needed.

- Schedules employees to ensure appropriate staffing for departmental operations. Reviews, approves, and submits time records.
- Continuously communicates, interprets, and explains the library's goals, standards, policies, procedures, and guidelines to staff, including timely updates. Enforces established policies, rules and regulations, standards of conduct, and work attendance.
- Writes performance evaluations of direct reports. Provides input for performance evaluations of selected staff as assigned. Addresses disciplinary issues promptly with input from the direct supervisor as needed.
- Conducts staff orientation and training.

Collection Management

- Participates in all aspects of managing the library's collections. Analyzes collection priorities, develops standards, and promotes the library's collections, including materials selection and collection maintenance and display.
- Serves as second-in-command to the Collection Management Director. Assists with planning and directing all aspects of collection development and management.
- Manages current budget and monitors expenditures. Collects, compiles, and distributes collection statistics and reports. Develops and maintains monthly weeding schedule
- Conducts in-house orientation and training of new employees and directly provides or arranges with the direct supervisor for help with ongoing problem-solving assistance, instruction, or training as needed. Coordinates with eleven member libraries to train new staff in proper procedures for ordering materials.
- Works directly with publishers and vendors to establish accounts, negotiate purchases, and troubleshoot database and delivery issues.
- Prepares style sheets, guidelines, notes, and instructions for others to follow.

Technical Services

- Serves as backup for Technical Services Manager in their absence.
- Coordinates bibliographic database maintenance, authority control work, and data extraction and analysis with designated cataloging and technical processing staff.
- Works with Technical Services Manager to order materials from various vendors
- Copy catalogs when needed

ILS

- Serves as backup in the absence of the Access Services Administrator
- Generates, views, prints, export reports and statistics
- Performs batch edits on both items and titles
- Maintains Statistical title (SCAT) code table within the ILS
- Manages and updates shelf and genre conversion tables as needed
- Provides data for library inventories and audits
- Works with Access Services Administrator team to maintain ILS permissions
- Works with Access Services Administrator on circulation parameters including floating materials, shelf location, and acquisition profiles

- Stays abreast of software enhancements and solutions and make implementation recommendations such as Wise enhancements and patch notes
- Maintains presence in professional forums such as the Wise Community Center
- Provides internal Help Desk Support (phone, email) for ILS issues
- Manages the budget within the ILS
- Creates documentation on any configuration or procedures

Administrative

- Develops and maintains constructive and cooperative working relationships with senior management, co-workers, staff, community members, and outside groups.
- Provides information to supervisors, co-workers, and staff by telephone, e-mail, or in person. Compiles and prepares statistical and other reports, correspondence, procedures, and information required by management. Reviews reports and information pertaining to library activities to verify details, monitor work activities, assess performance, and provide feedback.
- Prepares and presents operational and project plans and progress reports.
- Tracks, codes, and submits invoices and expense reimbursements for payment.
- Works with management team, colleagues, staff, and others to establish strategic priorities, goals, and objectives. Formulates and oversees corresponding departmental plans and projects.
- Participates in planning for library services. Leads internal communication about strategic goals. Demonstrates the role implementation can play in delivering improved library services. Inspires others to apply new approaches and technologies to customer service and productivity.
- Attends library board meetings and provides periodic reports as assigned.

Leadership

- Fosters staff skill development through personal example and coaching. Connects staff to targeted and relevant training, mentoring, and peer group opportunities.
- Attends and participates in meetings and training sessions. Engages in professional development activities, such as taking continuing education classes and attending or participating in conferences, workshops, professional meetings, and associations.
- Serves as a member or leader or committees or project teams.
- Participates in planning for library services.
- Stays on the forefront of library advances and trends in areas of specialization.
- Makes recommendations for improvements and implementation of new services.
- Assumes other duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard practices for providing customer service in libraries, including needs assessment, meeting quality standards, and evaluating customer satisfaction.
- Knowledge of the philosophy and objectives of public library service and the principles and methods used in library system operations.
- Knowledge of the needs and interests of parents, caregivers, and other adults who use library resources and services.
- Knowledge of the principles and processes for showing, promoting, and selling products and services, including marketing strategy and tactics, product demonstration, and sales techniques.
- Knowledge of personal computer hardware and software and library information systems.
- Knowledge of administrative and clerical procedures and systems, such as word processing, spreadsheet, and database programs.
- Knowledge of current trends in reading, public library collections, and the publishing industry.
- Ability to consistently arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Coordination skills. Ability to adjust actions as needed in relation to others' actions or changing conditions.
- Judgment and decision making skills. Ability to consider and anticipate the relative costs, benefits, and possible consequences of an action.
- Active listening skills, such as giving full attention to what others are saying, taking time to understand key points, asking questions, and listening without unnecessary interruption.
- Time management skills, including the ability to manage the time of others.
- Ability to apply critical thinking skills such as logic and inductive or deductive reasoning to analyze problems, identify alternative solutions, and implement plans in support of goals.
- Social skills. Awareness and understanding of others' reactions.
- Ability to speak clearly and identify and understand the speech of others.
- Ability to clearly communicate information and ideas in writing and speaking in English so that others with differing knowledge, skills, abilities, education, and experience will understand.
- Ability to read and listen to and understand complex information in English.
- Manual dexterity, including the ability to move the hand, the hand together with the arm, or two hands to grasp or manipulate objects.
- Ability to add, subtract, multiply, or divide quickly and correctly.
- Ability to see details at close range (within a few feet of the observer).
- Ability to shift back and forth between two or more activities or sources of information, such as viewing, touching, listening, and speaking.
- Ability to make fast, simple, repeated movements of the fingers, hands and wrists.

PHYSICAL DEMANDS:

Amount of time spent on the following physical activities. Definitions below indicate the frequency of occurrence.

- None – The person does not perform this activity.*
- Occasionally – The person does the activity up to 33% of the time.*
- Frequently – The person does the activity 34% to 66% of the time.*
- Continuously – The person does the activity 67% to 100% of the time.*

<u>Activity</u>	<u>None</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Hand Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching/Working Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing or balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping, kneeling, crouching or crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? Yes No
 If so, how much and how often?

<u>Activity</u>	<u>None</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs. (force exerted)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 lbs. (force exerted)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>