

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
MANAGEMENT JOB DESCRIPTION**

POSITION: Collections & Digital Services Manager

REPORTS TO: Deputy Director

DEFINITION:

Under the direction of the Deputy Director, and in cooperation with library management, the Collection Services Manager manages the functions of both physical and digital collections, from selection and acquisition through processing and collection maintenance.

ESSENTIAL FUNCTIONS:

- Meets and exceeds customer expectations by competent, attentive, friendly, and professional customer service in accordance with the WE Care program standards.
- Oversees the Materials & Processing Dept. efficiency and workflow including acquisitions, processing, and cataloging of library materials.
- Provides strategic recommendations to develop the materials budget and administers the ongoing use of the materials budget.
- Serves as liaison between library and vendors for library materials.
- Serves as a resource person for cataloging issues and questions.
- Supervises ILL staff, Collection Services Librarian, and Materials & Processing Supervisor
- Responsible for the overall management of the library's digital collection including subscription databases and eMedia. Researches, evaluates, selects, and manages electronic resources to expand and enhance the library's digital collection.
- Analyzes data to maintain dynamic and meaningful library collections for the community.
- Collaborates with the Marketing Manager to keep the digital collection on the website current and accessible to patrons. May be a member of the website and social media team.
- Participates in the grant writing process for digital services initiatives.
- Participates as a member of the management team; attends Managers meetings.
- Advocates the library role in the community by attending or participating in appropriate civic, school, and community activities.
- Presents programs in-house and in the community as requested.

ADDITIONAL DUTIES

- Attends workshops, conferences, and meetings appropriate to position.
- Serves on committees as requested.
- Performs other duties as deemed appropriate or necessary by the Director or Deputy Director

QUALIFICATIONS:

ALA accredited MLIS or equivalent. Experience in digital program and service planning, development and execution preferred. Proficient use of personal computers and associated software and online resources. Public Library experience preferred.

KNOWLEDGE AND ABILITIES:

- Library resources, programs, and services of a public library, both in-library and virtual.
- Budget development and administration and library fiscal operations.
- Relevant online technologies and awareness of emerging library technologies
- eMedia (eBook) collection development and management

- Knowledge of authentication systems, such as EZ Proxy.
- Principles of intellectual freedom and open access.
- Principles and practices of quality customer service.
- Computer systems and associated software, Integrated Library System, Internet resources.
- Ability to relate positively with the public.
- Demonstrated ability to interact productively with members of the library team in problem solving, workflow analysis, and decision making.
- Experience in resolving issues in an environment supportive of change.
- Ability to work days, evenings, and weekends as required.

EQUIPMENT AND EFFORT REQUIRED:

- Must have a reliable means of transportation to fulfill duties of the job.
- Ability and manual dexterity to perform repetitive tasks, operate office equipment, and process library materials.
- Ability to move items and materials up to 30 pounds in weight.
- Prolonged periods of sitting, standing, walking, bending, stooping, and/or lifting may be required.

I have read this job description and discussed it with the Deputy Director.
