

# JOB DESCRIPTION

**Job Title:** Collection Development Supervisor

**FLSA Status:** Exempt

**Salary Grade and Salary Range:**

Grade 7 \$33.36 - \$43.37

**Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.**

## Job Overview

The Collection Development Supervisor is responsible for overseeing a relevant, high-interest collection across formats, platforms, and levels. This position exercises professional judgment and expertise in the evaluation of the collection's quality and appeal, and selection of appropriate materials and online resources to serve the needs of our community. In addition to collection development, this role supervises the Technical Services team, including acquisitions, interlibrary loan (ILL), and cataloging, ensuring efficient and effective workflows across these areas.

Cross-departmental collaboration is required to deliver a premium experience to internal and external customers. As a supervisor, the Collection Development Supervisor provides guidance, coaching, and professional development opportunities for team members while fostering a positive and collaborative work environment.

## Essential Functions

### 1. Collection Development.

- Coordinates library collections for all ages, working with other librarians to ensure a cohesive approach.
- Serves as chair of the Collection Development Committee, aligning strategies with community needs and library goals.
- Selects adult books, magazines, media, and electronic resources that reflect community needs and interests.
- Ensures the collection remains current, diverse, and inclusive by evaluating and maintaining materials, including deselection and replacement.
- Reviews databases, electronic resources, and experience items to ensure they meet modern library standards.
- Stays informed on emerging trends to recommend and implement new resources.
- Focuses on building a dynamic, relevant, and engaging collection that serves the community's needs.
- Evaluates the collection's quality and appeal by assessing materials to ensure they are accurate, engaging, and relevant to the community's needs and interests.
- Reviews factors such as content reliability, diversity, popularity, condition and effective display of materials to maintain a well-rounded and appealing collection.

**40%**

### 2. Supervisory.

- Provides day-to-day direction to Technical Services employees, including acquisitions, interlibrary loan (ILL), and cataloging staff. Assists in interviewing, hiring, training, delegating tasks, and evaluating staff performance to ensure efficient and accurate workflows within the department.
- Communicates and enforces policies, procedures, and standards specific to Technical Services operations.

**30%**

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<ul style="list-style-type: none"> <li>Plays a key role in decision-making to establish, monitor, and refine department practices and procedures. Contributes to the professional development of staff by providing routine feedback, mentoring, and identifying educational opportunities such as webinars, conferences, and specialized training sessions.</li> <li>Holds regular Technical Services department meetings to ensure effective communication, collaboration, and alignment with organizational goals.</li> </ul>	
<p><b>3. Documentation &amp; Implementation.</b></p> <ul style="list-style-type: none"> <li>Creates and maintains clear documentation and reports of and on library tools, processes, and systems.</li> <li>Monitors analytics and produces reports, evaluating effectiveness and providing recommendations for future action.</li> <li>Provides input to the IT Manager regarding the adoption of platforms, systems, and services that support library functions.</li> </ul>	<b>15%</b>
<p><b>4. Professional Engagement and Development.</b></p> <ul style="list-style-type: none"> <li>Contributes to the library's positive public image by actively participating in meetings, attending library and community events, and providing department updates and presentations to key stakeholders, both internal and external.</li> <li>Works directly with the public to promote library collections, services, and programs, ensuring a strong community presence.</li> <li>Stays current with library platforms, tools, and technologies to enhance department operations and service delivery.</li> <li>Attends library conferences, workshops, and training sessions relevant to the role, as authorized or recommended by the IT &amp; Technical Services Manager or Library Director.</li> </ul>	<b>10%</b>
<p><b>5. Collaboration and Communication.</b></p> <ul style="list-style-type: none"> <li>Participates in staff meetings across departments to address collection development needs, resolve issues, and discuss ideas for improvement.</li> <li>Works collaboratively to align collection development efforts with library plans, activities, and evolving standards.</li> <li>Provides training and support to staff on collection-related topics, such as using library platforms, understanding collection policies, and promoting resources effectively.</li> </ul>	<b>5%</b>
<p><b>6. Other duties as assigned.</b></p>	
<p><i>Incumbents will be required to work evenings and weekends, be on call, and travel to external events.</i></p>	<p><b>Total 100%</b></p>

## Autonomy

Guidelines and results of work are defined. Determines how to accomplish tasks and provides updates to the supervisor.

## Supervisory Responsibility

This position manages and evaluates all staff within the technical services department.

## Education and Experience Required

Requires a Master's Degree in Library Science from an accredited college or university. Two years of experience in a public library setting working with adults and collections preferred.

## Knowledge, Skills, and Abilities

- Proven ability to build library collections.
- Knowledge of current trends in library service as it relates to collection development
- Demonstrated ability to think logically, exercise initiative, and act in the best interest of the library.
- Willingness to establish relationships with a desire to meet and serve the public.
- Social media skills including Facebook, Twitter, Instagram.
- Excellent organizational skills with a high degree of attention to detail.
- Proficient in Microsoft Office products.
- Familiar with ILL, working with ILS software, library material vendors and other library related tools.
- Demonstrated ability to think analytically, exercise initiative, and act in the best interest of the library.
- Digital literacy.
- Effective in leading and working with a wide range of constituencies.
- Must be a team player.

## Work Environment

Position may require being up and moving around the library and at times stationary at work station. The job requires stooping, bending, squatting, stretching. Occasional lifting, such as three or four reams of paper, four or five books, or other materials (up to 25 pounds) may be required. Required to use motor coordination with finger dexterity (with keyboard, shelving), eye-hand coordination, data entry, and computer use for accessing information. Should be conscious of appropriate ergonomics and workstation setup.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.

**Date Created: January 15, 2025**