

CITY OF MADISON POSITION DESCRIPTION

CITY OF MADISON
HUMAN RESOURCES

2015 MAY 21 AM 8:53

Name of Employee (or "vacant"):

Molly Warren

Work Phone: 266-6359

Class Title (i.e. payroll title):

Librarian Supervisor

Working Title (if any):

Collections Manager

Name & Class of First-Line Supervisor:

Susan Lee, 18/14

Work Phone: 266-6383

Department, Division & Section:

Library, Technical Services Division

Work Address:

201 W. Mifflin St.

Hours/Week: 38.75

Start time: 8:15 a.m. End time: 5:30 p.m.

Date of hire in this position:

From approximately what date has employee performed the work currently assigned:

12/11/14

Position Summary:

The Collections Manager is responsible for providing leadership and guidance in setting criteria and standards for all collection management activities: selection, maintenance, and analysis of materials of all types in all MPL locations. This position prepares, advocates for, and monitors the materials budget. This is a supervisory position overseeing the performance of the Collection Management Team (CMT). This position collaborates with MPL staff on collection issues, including cataloging and access, evaluation, and cooperative programs. The Collection Manager also directs MPL's collection participation and obligations within the South Central Library System (SCLS) and the Wisconsin Public Library Consortium (WPLC)'s electronic resources program. This position coordinates the collection needs for community engagement initiatives, programming, outreach services, and special events. Position reports to the Business Operations Manager.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 60% A. Oversees all collection activities of the Library
 - 1. Supervises the Collection Management Team
 - 2. Coordinates the collection development plan
 - 3. Prepares, presents, and monitors the annual materials budget
 - 4. Monitors and evaluates usage of the collection
 - 5. Ensures that collection management activities reflect the Library's mission, vision and policies

- 30% B. Serves as primary contact for collections
 - 1. Works with MPL staff at all locations on collection-related matters
 - 2. Represents MPL on system, state and other collection development groups
 - 3. Administers all collection development tools, such as online ordering services, collection-analysis technology, and internal tracking methods
 - 4. Negotiates with vendors and administers approval plans, subscriptions, and buying pools
 - 5. Evaluates vendor performance

- 10% C. Reviews and selects materials for the collection
 - 1. Participates in selection and maintenance for defined collection areas
 - 2. Reviews gift materials for addition to the collection
 - 3. Coordinates training for collection management staff
 - 4.
 - 5.

- % D.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

- % E.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

12. Primary knowledge, skills and abilities required:

Demonstrated knowledge of current collection management practices, theories, and trends.
Understanding of selection, publishing, and acquisitions issues.
Excellent interpersonal and communication skills.
Experience with collection evaluation including data collection and analysis, coupled with superior analytic and problem-solving skills with commitment to data-informed decision making process.
Demonstrated knowledge of and experience in managing complex projects.
Ability to form and nurture a productive team environment and work effectively with others.
Ability to assign tasks and to follow-up to ensure quality of work and completion of tasks.
Ability to resolve conflict with staff, patrons, vendors, and other libraries.
Ability to articulate intellectual freedom principles.
Knowledge and understanding of access vs. ownership issues, copyright issues, especially as related to electronic resources
Strong customer service orientation to both internal and external customers.

13. Special tools and equipment required:

Working knowledge of spreadsheets, ability to use software, e.g., collectionHQ and integrated library system (ILS) reports.

14. Required licenses and/or registration:

15. Physical requirements:

This position will work for extended periods of time in an office environment. Ability to lift and carry materials up to 50 lbs and push a booktruck of up to 200 lbs.

16. Supervision received (level and type):

Position has considerable independent judgement and discretion in supervising, directing and controlling the operational activities in assigned areas of responsibility. Oversight of the incumbent's work will be performed by the Business Operations Manager.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

Christy J. Allen
EMPLOYEE

5/19/15
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

Susan Lee
SUPERVISOR

5/18/15
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.