

Revised: November 2017

NEWPORT PUBLIC LIBRARY
POSITION DESCRIPTION

TITLE: Adult Services/Collection Management Librarian

Summary:

The responsibilities of the Collection Management Librarian encompass all aspects of adult library material including print, e-titles, and audiovisual items. Duties include being a team member of the Reference Department and serving as a member of the Website Committee. The Collection Management Librarian plays a pivotal role in developing the Library's collection while overseeing the maintenance of all adult items. The Librarian also serves as a resource for collection development in other library departments, and supervises the day-to-day activities of the Collection Management Department in conjunction with the Technical Services Administrator.

Responsibilities

- 1. In conjunction with the Technical Services Administrator plans, manages, and directs all activities related to the purchase, receipt, cataloging, and processing of materials for the collection.**
- 2. In conjunction with the Head of Circulation manages the organization of the Library's collection for adults. This includes but is not limited to:**
 - Analyzes and assesses adult circulating materials.
 - Assesses and anticipates needs and expectations of adult patrons.
 - Documents staff performance and formally evaluates collection management staff.
 - Maintains accurate statistics as required.
 - Develops and maintains a Collection Development Plan for the Library.
 - Assists in providing readers' advisory and bibliographic services and materials for adults.
 - Maintains current knowledge of library trends so as to be able to regularly recommend new formats and new ways to access content for addition to the collection.
 - Working with the Library Director, markets and promotes the collection by assisting with displays, brochures, bibliographies, and other marketing activities.
 - Reviews the organization of the collection within the library space and makes recommendations for changes so as to make it more accessible and easily available.
- 3. Plans, develops, and recommends goals and objectives for the adult collection and the Collection Management Department designed to fulfill the purposes and objectives of the Library, meet expectations of those served, recognize the needs of the underserved, and maintain efficient and effective operations. This includes but is not limited to:**
 - Recommending policies and procedures for the improvement of services to adults including the development and maintenance of a community appropriate collection and access to it.
 - Participating in long range plan development.
 - Representing the Library on appropriate statewide committees.

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4. Providing economic and conservative management of the adult materials budget and the Collection Management department budget. This includes but is not limited to:

- Developing and recommending budgets to the Library Director each year.
- Managing the expenditure of these budgets.
- Recommending equipment purchases as needed.

Reporting Responsibilities

- Reports to the Library Director on expenditures relating to the collection.
- Ability to analyze and implement best budget practices.
- Compiles monthly and annual statistical reports.
- Member of the Department Heads Management Team.
- Other duties as required.

Essential Knowledge, Skills and Abilities

- Thorough knowledge of, and ability to evaluate, select, and implement emerging technologies and processes designed to enhance both the Library's collections and ordering and selection process and procedures.
- Demonstrated strong interpersonal communication skills, as well as effective oral and written presentation skills.
- Leadership ability with collegial demeanor.
- Ability to collaborate effectively with all staff to achieve departmental and Library goals.
- Ability to manage budgets effectively and accurately.
- Self-motivated and able to exercise sufficient initiative and independent judgment to perform the job satisfactorily.
- Maturity, tact, and utmost professionalism.

Qualifications

1. Masters Degree in Library Science from an ALA-accredited library program.
2. Public Library experience required.
3. Collection Development experience preferred.