JOB BANK ENTRY
COLLECTION MANAGEMENT MANAGER, WEB ACCESS AND DELIVERY SERVICES
BIRMINGHAM PUBLIC LIBRARY SYSTEM
Opens: 11/15/2018 Closes: 12/21/18

DESCRIPTION

Administers, plans and coordinates day-to-day operations of the Collection Management Division which consists of Acquisitions, Page Room and Delivery Services, Web Access and Catalog departments; performs all personnel functions for assigned staff; develops operational budget, policies and procedure recommendations. Manages Collection Development functions including digitization and materials preservation projects for the Birmingham Public Library System. Supervises IT staff that develop software and local databases, and the library's websites and social networking activities. Responsible for the system-wide functions of the Page Room, Delivery Service, and the Catalog Department.

MAJOR DUTIES AND JOB RESPONSIBILITIES

- Manages Collection Development and the budgets for the Central Library and the 18 branch locations.
- Meets and negotiates with book and non book library information and materials vendors to receive the best price for materials purchased**.**
- Administers, plans and coordinates operations of the Acquisitions Department, Web services, Page Room, Delivery Services, and Catalog Department.
- Develops, coordinates and interprets policies and procedures for assigned departments; prepares operational budget recommendations, monitors expenditures and revenues
- Performs all phases of personnel functions for assigned staff to include interviewing, hiring, recommending promotions and merit increases and maintaining appropriate personnel records.
- Directly supervises department heads to include training, monitoring and evaluating work.
- Provides support and guidance in performing their day-to-day personnel and operational functions.
- Attends various administrative meetings to recommend new policies and procedures, discuss operation or personnel problems, and implement new practices for improving library operations and services.
- Conducts staff meetings to implement new policies and procedures and resolve operational problems.
- Conducts monthly training programs for staff development.
- Serves as liaison to managers/coordinators of security, collection management, buildings and facilities, administration, and other branches and departments of the library.
- Performs various public relations functions to include developing and initiating programs to promote the library; represents the library in outside agencies and organizations.
- Prepares various reports, documents and correspondence and maintains adequate records and files.
- Performs other related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

- Demonstrated knowledge of the principles and practices of modern library system management and operations.
- Knowledge of public and personnel administration and the laws and regulations pertaining to all aspects of library operations;
- Computer skills including Microsoft Office software or its equivalent;
- Knowledge of an integrated library system, preferably Innovative Interfaces, Inc.;
- Ability to understand and communicate technical information to both the IT staff and to the general staff;
- Strong background in current technology trends and issues;
- Knowledge of HTML, XML, open source software and programming preferred;
- Experience using OCLC and Content-DM preferred;
- Strong project management skills;
- Strong organizational skills;
- Knowledge of equipment and facilities required in a comprehensive library system;
- Ability to plan, organize, coordinate and implement a comprehensive library program;
- Ability to coordinate, analyze, and utilize a variety of reports and records;
- Ability to communicate effectively, verbally and in writing;
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public;
- Ability to interpret library policies to community groups, public officials and the general public;
- Ability to make presentations and strong public speaking skills;
- Proven ability to work independently and as a team member.
- Willingness to learn new skills, adopt new practices and direct change in a positive manner that enhances employee productivity.
- Physical requirements include the ability to stand for long periods of time; the ability to maneuver loaded book trucks weighing at least 100 pounds; ability to read and understand information from microforms and PC monitors, and the manual dexterity necessary for the regular use of terminals and PCs; ability to stoop, twist, turn and move materials from place to place in the library.

MINIMUM QUALIFICATIONS

Graduation from a graduate library school program accredited by the American Library Association and five years of professional level librarian work including two years of management/supervisory experience. Physical requirements include eyesight sufficient to read and understand information from microforms and PC monitors, and the manual dexterity necessary for the regular use of terminals and PCs. The applicant must have a valid Alabama driver's license and be able to safely operate library vehicles as needed.

BENEFITS

80 hours biweekly, Grade 29, with starting annual salary range is $59,508.80 - $92,331.20, commensurate with experience. All positions may include morning, afternoon, evening, and weekend hours, including Sundays. Employees may be required to adapt to future schedule and location changes depending on library needs. Vacation and sick leave, 12 paid holidays, group

medical and dental coverage, life insurance, pension plan, and other excellent City of Birmingham benefits.

METHOD OF APPOINTMENT

Applicants must contact the Alabama Career Center (https://joblink.alabama.gov/ada/) for an application. The application will be forwarded to the Birmingham Public Library Personnel Officer. Library employees need not go through the Alabama Career Center but can submit applications directly to the Library Personnel Office. Qualified applicants may be contacted for an interview. **You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library.** Position available immediately.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.