

Job Description

Job Title: Director of Library Resources
Job Grade: Grade 80
Reports To: Executive Director
FLSA Status: Exempt
Department: Library Resources

Summary: Creates and manages cost-effective and efficient systems for library resources through a balance of delegation and personal action.

Essential Duties and Responsibilities: Other duties may be assigned.

Library Resources

- Aligns library resources and budget with the strategic plan
- ⊖ Ensures a balanced, quality and relevant collection of library resources
- Ensures a centralized system for collection development
- Manages an efficient system for the distribution of library materials
- Structures the integrated library system (ILS) interface to meet the needs of the District
- Ensures the quality of all ILS and OPAC records (patron, item, bibliographic, and order)
- Troubleshoots Marmot helpdesk tickets
- Serves as the District liaison to the consortium for all modules of the ILS, OPAC and other catalogs
- Manages communications and contracts with library vendors
- Provides excellent internal customer service
- Manages district interlibrary loan services and Colorado Library Courier
- Assists in marketing areas of the collection
- ⊖ Oversees and consults on weeding and inventory of the collection

Management

- Manages all aspects of the performance of the Library Resources staff
- Sets goals and objectives, devises implementation strategies and monitors progress
- Supports District social media accounts in conjunction with Public Services Dept.

Budgeting & Purchasing

- Develops and manages the allocation of the library resources budget
- Pursues grants and other funding to enhance the District's collections

Research, Learning, & Training

- Researches and implements innovative library trends
- Coordinates library resources training for staff and public
- Maintains a current knowledge of literature, authors and trends using a variety of resources

Statistics & Reporting

- Monitors performance metrics and usage statistics for library services
- Prepares and interprets statistics to aid decision making for the management team
- Participates in board, District and branch meetings

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

- Oral Communication - speaks clearly and persuasively in positive or negative situations; listens and gets clarification.
- Technology Aptitude – familiarity with computers, integrated library systems and office software.
- Written Communication - writes clearly and informatively.

- Judgment - displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Problem Solving - identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Analytical - synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- Design - generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.
- Technical Skills - assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Customer Service - solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Change Management - develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- Delegation - delegates work assignments; gives authority to work independently.
- Strategic Thinking - develops strategies to achieve organizational goals; analyzes market and competition.
- Innovation - displays original thinking and creativity; meets challenges with resourcefulness.
- Professionalism - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- Project Management - develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- Quality Management - looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Business Acumen – understands business implications of decisions; demonstrates knowledge of local market and competition; aligns work with strategic goals.
- Cost Consciousness - works within approved budget; develops and implements cost saving measures; conserves organizational resources.
- Organizational Support – is familiar with organizational structure; follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; functions as a member of the library district team.
- Adaptability - adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** Preferred: MLS degree and 1-2 years supervisory experience; or Bachelor's degree and 5 years relevant library experience; or equivalent combination of education and experience. A demonstrated knowledge of web-based technologies, and information management. Demonstrates a commitment to pursuing additional educational and training opportunities.
- **Language Abilities:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Math Abilities:** Ability to calculate figures and amounts; ability to calculate, analyze, and summarize statistics.
- **Reasoning Abilities:** Ability to solve practical problems and deal with multiple variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** Knowledge of word processing, spreadsheet, presentation and publishing software, Internet software, integrated library system software, web-based applications, and contact management/e-mail systems.
- **Other Skills:** Operation of office equipment including scanning, copying, faxing, and printing and basic understanding of information sources.

Certificates and Licenses:

- Current Colorado Driver's License and proof of automobile insurance

Supervisory Responsibilities: Directly supervises 1-2 employees in the Library Resources; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Noise Level** in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this Job, the employee is regularly required to sit; manually handle and manipulate small objects; and talk or hear.
- The employee is frequently required to walk. The employee is occasionally required to stand; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.