

Cataloging, Acquisitions, and Interlibrary Loan Manager

JOB TITLE: Cataloging, Acquisitions, and Interlibrary Loan Manager

FLSA STATUS: Exempt

GRADE: 41

DEPARTMENT: Technical Services

APPROVED DATE: 04/2007

REVISED DATE: 10/2018, 02/2022, 01/2023

Job Summary

The Cataloging, Acquisitions, and Interlibrary Loan Manager is responsible for providing leadership and direction in the effective and efficient operations of the Acquisitions, Cataloging, and Interlibrary Loan staff and services. This position contributes to the development and execution of the Collection Services strategy, and ensures its alignment with the Library's vision, mission, and goals.

This position contributes to the Library District's effective operation of library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone. The incumbent achieves this by ensuring materials are acquired in a timely fashion, catalogued in a manner that makes them discoverable via many different paths, and located and borrowed from other libraries when not part of our in-house collection.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Provide leadership and direction for staff in creating and implementing standards, practices, and techniques that ensure the library's online catalog is accurate and reflective of library customers' needs for discoverability, the ordering of materials is accurate and well-documented, and Interlibrary Loan services are streamlined and efficient.
2. Provide leadership and direction including establishing, encouraging, and monitoring expectations of staff to ensure that staff and services are aligned with the Library's mission, vision, and strategic priorities. This includes: interviewing, selecting and training staff; scheduling and assigning staff to assure optimum levels of service and uses of staff skills and abilities; applying Library District personnel policies and procedures; performance management, coaching staff, and providing continuing training opportunities to enhance their capabilities and quality of service.
3. Help build staff's Equity, Diversity, and Inclusion (EDI) competencies and advocacy to continuously assess and deliver library services that are welcoming to all, reflect a variety of lived experiences, and aligns with the expressed needs of the communities we serve.
4. Deliver high quality, customer-focused services to internal and external customers. Respond to staff and customer inquiries about the catalog, materials orders, and Interlibrary Loan requests.
5. Analyze and evaluate department workflows and adjust priorities for staff to ensure operational effectiveness and efficiency. Align team priorities and work plans with the Library's organizational priorities and operational resource availability.
6. Administer related platforms and software, such as the Interlibrary Loan Portal and Cataloging module of the ILS, and provide related reports and technical support as needed.
7. Act as a trusted advisor, and build and maintain relationships with other CAT/ACQ/ILL leaders and colleagues to develop a clear understanding of changing customer and Library needs.

Additional Duties and Responsibilities

1. Act on behalf of the Assistant Director of Collection Services in their absence.
2. Serve on the Technical Services Management Team.
3. Lead special projects and serve on library committees as assigned.
4. Communicate with Financial Services staff as needed to ensure that the materials budget balance is consistent with the general ledger.
5. Prepare correspondence and reports.

6. Represent the Library with stakeholders such as Library Boards, Friends, and other groups, as well as vendors and other library organizations about Collection Services.
7. Perform other duties as required or assigned.

Supervision

The position reports to the Assistant Director of Collection Services. The Cataloging, Acquisitions, and Interlibrary Loan Manager supervises the work of paraprofessional and support staff who order and catalog materials. The position also provides expert advice and assistance to staff who manage collection-related enterprise systems.

Knowledge, Skills, and Abilities

1. Thorough knowledge of current trends and developments in the field of public library services, cataloging, and discoverability.
2. Strong knowledge of library resources and the ways in which the collection supports the work of public services staff.
3. Knowledge of public library services, and public library operation and administration.
4. Demonstrated excellent customer service skills.
5. Knowledge of automated library systems, library technology, and electronic resource systems.
6. Ability to uphold and advocate for the principles of EDI in the workplace and the community.
7. Ability to communicate effectively with diverse audiences.
8. Ability to explain complex concepts to internal and external customers.
9. Ability to be flexible, manage ambiguity, adapt to change, and successfully work in a fast-paced, dynamic environment.
10. Ability to work independently, set priorities, and manage competing deadlines effectively.
11. Ability to work cooperatively and maintain positive and constructive interpersonal relationships with vendors, customers, and library staff.
12. Strong organizational, analytical, critical thinking, and problem-solving skills.
13. Excellent written and oral communication skills.
14. High level of proficiency in Microsoft Office products.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Master's Degree in Library Science (MLS/MLIS) from an ALA accredited university is required.
2. At least three years of experience in a librarian role required, or equivalent combination of technical training and related experience.
3. At least two years of experience in a supervisory or management role required.
4. At least two years of cataloging experience required.
5. Washington State Librarian certificate required.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent must operate computers for extended periods of time. The incumbent must occasionally move objects or materials weighing up to 35 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.