

JOB DESCRIPTION

Position Title: Head of Collection Development
Dept/Branch: Support Services
Reports to: Manager of Support Services
Position Supervises: Collections Librarian 1
Position Directs: Collections responsibilities of the Virtual Branch Head and Youth Services Collections Librarian

I. POSITION SUMMARY

Under the direction of the Director of Public Services, the Head of Collection Development leads the development of the library's collections, creating a rich and vibrant array of offerings based on the needs of the communities Okanagan Regional Library (ORL) serves.

The Head of Collection Development leads ORL's collections strategy using an evidence-based approach to perform and direct selection, promotion, and de-acquisition of library materials and online services. This position recommends the introduction of new formats and the elimination of outdated collections.

The Head of Collection Development is a key component of the Support Services Team, and works collaboratively with other team leads in the research, development, implementation and evaluation of system wide collection services and initiatives.

The incumbent must be proficient in bibliographic selection; budgeting; purchasing; negotiation and vendor relations; and data collection and analysis. The incumbent must demonstrate excellent communication and interpersonal skills, and have a demonstrated ability to lead, to work as a part of a team, and to supervise staff.

II. ACCOUNTABILITIES

1. Supervision and Leadership

Oversees the collection work of both Youth Collections System Librarian and the Virtual Branch Head and directly supervises the Collection Librarian 1 positions. Trains, supervises, evaluates and participates in the selection of the Collection Librarian 1 staff. Provides leadership and guidance by maintaining a thorough knowledge and understanding of the work performed by Collection Librarian 1 staff. Provides advice on the more complex aspects of collection related work.

Ensures technical operations are streamlined and standards-compliant, and works to ensure that selection and de-accession activities generate a continuous, stable workflow. Collaborates with other unit leaders to optimize workflow across units, and support an agile Support Services department that can respond effectively to changing workflow demands throughout the year. Consults with branches, other departments, and patrons as needed to ensure collections and procedures are efficient and effective. Under the direction of the Manager of Support Services, develops and recommends system policy and procedure for collection development related matters.

2. Budget Management

Develops the annual budget for review, and administers the approved budget allocations for assigned areas.

Manages the collections budgets effectively throughout the year, ensuring that all fund accounts are fully expended by year-end.

3. Collection Development and Vendor Relations

Responsible for selection and development of all formats of adult materials.

Anticipates collection needs by analyzing demographic trends, past collection performance, and emerging technologies. Considers and makes recommendations on new formats (including non-traditional collections) and the de-acquisition of less popular collections.

Maintains an up-to-date knowledge of selection and bibliographic tools. Provides regular reporting on collection performance. Performs selection and directs the collections librarians using an evidence-based approach. Monitors the effectiveness of selection activities. Develops and maintains guidelines for collection development, assessment, and maintenance.

May liaise with community groups or individuals on the curation of featured collections, as appropriate. Promotes local authors. Facilitates regular communication with public service staff about collection needs.

Performs contract negotiation, licensing, troubleshooting, and performance evaluation of vendors as assigned. Participates in the development and evaluation of RFPs and other forms of procurement. Regularly reviews standing orders and periodical subscriptions.

4. Collection Promotion

Works with members of the collections team, the marketing and communications department, and the branches to ensure collections are being regularly and effectively promoted.

Works collaboratively across departments to ensure the optimization of collection promotion in the branches, on the website, in the catalogue and through social media.

5. Other Duties

- Undertakes special projects and related duties as directed by the Manager of Support Services
- Other duties of similar or lesser scope and complexity, as assigned

IV. RELATIONSHIPS

Staff Supervised

Direct: Collections Librarian 1

Advisory: Youth Services Collections Librarian
Virtual Branch Head

Supervisor

Direct: Manager of Support Services

Other

Frequent contact with ORL staff, vendors, and other library systems as needed.

V. WORKING ENVIRONMENT

Works in an office environment. Travels to branches and meeting sites as required.

VI. JOB SPECIFICATION**1. Education**

Master's Degree from an accredited Library School.

2. Related Experience

Minimum four years relevant library experience including:

- Adult services experience
- Experience with collection development and vendor relations
- Supervisory experience including training and evaluation of staff
- Experience with assessment, research, evaluation and statistical analysis

3. Other Requirements

- Considerable knowledge of collection development practices and tools, publishing industry, library materials, electronic products, authors, resources and trends
- Understands the principle of intellectual freedom and has the ability to apply, interpret, and explain it
- Sound understanding of library functions, procedures, and systems, including knowledge of ILS configuration and troubleshooting, familiarity with SQL is an asset
- Sound understanding of budgeting, accounting, and purchasing protocols and the ability to negotiate effectively and maintain strong vendor relationships
- Strong organizational skills and the ability to work independently and as part of a team.
- Excellent written and oral communication skills.
- Ability to carry out job functions with flexibility, independent judgement and initiative.
- Comfort with technology, including software configuration and the use of standard office productivity software, vendor tools, and online bibliographic selection tools
- Demonstrated ability to contribute to a positive working environment and willingness to help others accomplish their objectives.
- Ability to handle all responsibilities with a high level of courtesy and tact in dealing with staff, public and vendors.
- Valid Driver's License

Drafted by:

Human Resources Director: _____

Signature

Date

Approved by:

CEO: _____

Signature

Date

INPUT PROVIDED BY:

| Name | Position | Location |
|------------------|-----------------------------|-----------------------|
| Christine McPhee | Director of Public Services | Administrative Centre |