

## **Ridgefield Library Association**

**Job Title:** Collection Management Department Head

**Reports to:** Assistant Library Director

### **Purpose:**

The Collection Management Department Head is responsible for managing the department that handles all library circulating materials throughout their life cycle, including acquisitions, processing, cataloging, shelving, maintenance and removal. This position evaluates the use of the collection, working in collaboration with subject area selectors on projects to improve collection findability and use. This position is a key member of the Library's management team, responsible for general management of the Collection Management Department, policy recommendation and implementation, strategy development, setting of operational priorities and active leadership. The Collection Management Department Head participates in setting the future direction of the Library by working towards the goals and objectives embodied in the Library's Strategic Plan.

### **Essential Duties & Responsibilities:**

- Responsible for supervising, scheduling, onboarding and training all staff members of the Collection Management Department. Positions reporting to the Collection Management Department Head include Collection Management Assistants (LTA-II) and Shelves.
- Performs and/or supervises:
  - the submission of orders to library vendors
  - the importing of orders into the library ILS acquisitions system
  - the receiving and invoicing of items
  - the processing and cataloging of items
  - the repairing of physical items
  - ILS reporting
  - maintaining the catalog
  - the deletion and removal of items
- Develops, documents and implements long and short-term goals for the Collection Management Department.
- Assesses and evaluates methods and researches and implements best practices in all areas of collection management.
- Manages relationships with collection and materials vendors.
- Manages Collection Management budget to maintain appropriate inventory.
- Maintains and shares up-to-date knowledge of collection trends in public libraries.
- Works with selectors on collection development, assisting staff with reports.
- Works to achieve a cohesive and accessible organization pattern across and within collections.
- Liaises with Library consortium on collection management.
- Analyzes collection, maintaining statistics and reports.
- Assists in preparing annual budget, specifically as it relates to the collection and collection management.
- Attends regular meetings and professional development training.
- Participates in professional networks, educational and leadership activities.

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- Serves as Administrator-in-Charge of the Library as assigned.
- Maintains a safe and welcoming environment.
- Maintains a professional demeanor in all interactions.
- Assists with special projects as assigned.
- Performs other duties as assigned.

**Required Knowledge & Skills:**

- Superior leadership skills with the ability to motivate and develop staff, lead teams, assign work and evaluate staff performance in a collaborative work environment.
- Superior knowledge of contemporary bibliographic maintenance standards and practices, including all prevailing cataloging rules, Dewey Decimal Classification, OCLC/MARC records, and applicable library automation.
- Extensive knowledge of database management systems. Knowledge of Evergreen ILS highly desirable.
- Superior knowledge of library systems and trends.
- Outstanding verbal and written communication skills.
- Excellent organizational, time management and customer service skills.
- Excellent training and educational skills.
- Ability to work both independently and collaboratively in a team environment.
- Ability to deal tactfully, courteously and effectively with patrons of all ages and with other employees.
- Ability to learn quickly in a rapidly changing technology environment.
- Ability to plan and execute workflows and projects.
- Comfortable with change and open to seeking ways to improve.

**Qualifications:**

- Graduate degree in Library Science from ALA accredited school or equivalent experience.
- Minimum of three years of cataloging experience, preferably in public library setting.
- Minimum of three years of supervisory experience.
- Education and/or experience must demonstrate possession of knowledge, skills and abilities listed above.

**Physical Requirements:**

- Ability to lift up to 50 pounds.
- Ability to push and pull objects weighing 60-80 pounds on wheels.

**Position:**

- The Collection Management Department Head is a full-time, exempt, salaried position.
- Work is on site five days per week.