



COLLECTION DEVELOPMENT MANAGER Position Description

Pickaway County Library
Last updated 7/2025

DEPARTMENT: Collection Development

REPORTS TO: Director

FLSA: Non-Exempt

RANGE: 3

POSITION SUMMARY

Under general supervision, oversees the selection and maintenance of the organization's physical and digital library collection and supervises the Collection Development staff while promoting a team environment within the department and organization.

DUTIES

Duties listed are meant to illustrate the type of work performed; omission of a duty on this list does not exclude its inclusion in assigned tasks.

1. Oversees and supports the entire acquisitions process, including selection, receiving, processing, cataloging, and invoicing of print and non-print collections for the organization.
2. Maintains a relevant and well-rounded collection of print and non-print materials; follows industry trends to select and maintain a popular and well-used collection.
3. Manages the library's collection development budget; works with the library director to prepare annual collection development budget requests.
4. Establishes department goals and objectives based upon the library's strategic plan; evaluates existing workflows and practices; recommends and/or implements changes to promote efficiency.
5. Participates in the hiring and orientation process for new staff; trains staff to perform job duties and tasks including applying and interpreting policies, procedures, and best practices.
6. Provides regular feedback to department staff; proactively addresses any staff performance issues and sets clear standards for employee conduct; prepares formal reviews of department staff.
7. Represents the library at community meetings and events as assigned; promotes library services throughout Pickaway County.
8. Organizes and schedules the Collection Development team.
9. Supervises volunteers as assigned.
10. Exhibits working knowledge of library policies, procedures, and operations.
11. Utilizes e-mail, voicemail and other library technology to maintain open channels of communication.
12. Investigates new and expanded collection areas based on community needs and industry trends.
13. Demonstrates a positive attitude and supports library goals and objectives.
14. Acts as Person in Charge in the absence of the Director.
15. Performs additional duties as assigned including leading and serving on task forces, committees, etc.

MINIMUM QUALIFICATIONS

- MLS/MLIS degree OR equivalent experience in collection maintenance in a public library setting
- Experience working in a public library
- Ability to handle confidential information with discretion and to remain calm in stressful situations
- Proficiency in the use of common computer software programs and the ability to use library-specific software
- Ability to communicate efficiently and effectively with staff and patrons

PREFERRED QUALIFICATIONS

- Collection maintenance experience in a public library AND MLS/MLIS degree
- Experience with collection maintenance for multiple age groups and in multiple formats
- Working knowledge of traditional and electronic resources related to public service in a library setting including web sites, social media platforms, and databases

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Ability to operate standard office equipment, daily
- Ability to lift and move up to forty (40) pounds, occasionally
- Ability to push book trucks with up to 150 pounds of materials on them, daily
- Ability to perform repeated reaching, bending, climbing and squatting, daily
- Ability to sort and file materials accurately in alpha-numeric order
- Ability to work in a team setting
- Requires availability for extended hours as needed
- May require evenings and weekends
- Requires periodic participation and attendance at events and trainings
- Requires ability to travel to off-site locations

By signing below, I signify that I understand the responsibilities of the position, meet the minimum qualifications, and am capable of meeting the required duties:

Employee Signature

Date

Pickaway County Library is an Equal Opportunity Employer. In addition, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.