

Job Title:

Access Services--Manager

Job Purpose:

To plan, direct, and manage the development and operation of the Access Services Department.

Job Duties: (Percentages of work time are approximate)

Designs the plan of service and the workflow for the department; assigns and supervises work of employees; handles business affairs of the department; develops and implements: goals and objectives, new processes and technologies, strategic plan, and budget; resolves operational problems by clarifying procedures; prepares department reports; maintains collection counts; participates as part of the library management team; and hires, trains, supervises, evaluates, and counsels staff. (20% of the work time)

Oversees ordering, receiving, cataloging, and processing of library materials across all formats; imports OCLC bibliographic/cataloging records into the SWAN catalog and creates item records for items across all formats; creates original cataloging records in OCLC for library-owned items when no records exist and exports them into SWAN; classifies nonfiction items; writes and implements new procedures for data entry and cataloging as determined by SWAN; provides clear and concise workflow documentation; provides bibliographic control and database accuracy; keeps current of new developments and best practices in the areas of acquisitions, cataloging and processing; manages and makes changes to the loan rule policies; serves on various cataloging committees within SWAN; serves as the ultimate resource person in the library for cataloging decisions and data entry standards pertaining to the collection. (45% of the work time)

Directs the acquisitions process for all incoming items; works with selectors and provides written documentation and training for the ordering of library materials; codes invoices for items received and monitors and approves all departmental expenditures; oversees the processing of all items; keeps current of new developments and best practices in acquisitions. (30% of the work time)

Performs other duties as necessary to support the department; generates statistical reports on the collection for inventory evaluation; provides report training for other staff; maintains holdings statistics; develops skills and professional knowledge and abilities through workshops, conferences, professional affiliations, and examination of professional literature; and serves as in charge of the library. (5% of the work time)

The manager is responsible for all aspects of managing a library department, including the supervision of staff who perform advanced technical functions. At least 50% of the work time is spent in keyboard work. Work requires bending, lifting cartons, and pushing loaded book carts.

Required Knowledge, Skills, and Abilities:

ALA accredited MLIS and three years' relevant library experience.

Strong knowledge of current standard cataloging practices; experience cataloging in OCLC; experience with computer databases and integrated library systems; an understanding of automation principles necessary to compile and transfer MARC records into the library's database; skill in applying automation concepts to facilitate workflow of department. Knowledge of the Internet, Excel, and word processing programs.

General knowledge of current library organization, principles, and practices; general management abilities, which include: a basic understanding of financial management, the ability to identify, analyze and report alternatives; and strong skills in personnel management.

A strong commitment to customer service; the ability to communicate effectively, both orally and in writing; the ability to work effectively with people of all ages, diverse backgrounds; the ability to work well as part of a team; the ability to effectively supervise and train staff.

The ability to adapt to continuous technological change and investigate and explore new technologies which impact Access Services and library systems; the ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner and within deadline; the ability to think analytically and innovatively; the ability to solve problems; attention to detail and accuracy in work; resourcefulness and initiative; good judgment in making decisions; the ability to plan successfully and accomplish objectives; initiative and vision in developing the services of the department.

The ability to operate computers and the automated system; the ability to type and accurately enter data into the computer; the ability to read printed materials and computer screens.