

**Career Service Authority**  
*Collection Development Manager*

Revised Date                    / /  
Revised By                     Don Braden  
FLSA Code                     Exempt  
Est. Date                      09/16/95

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***General Statement of Duties***

Ensures library materials are selected, organized, maintained, preserved and used according to the guidelines of the Collection Development Plan and by supervising collection development staff.

***Essential Duties and Knowledge, Skill, and Ability Requirements***

1. Works closely with department and branch managers to interpret and implement the Library Collection Development Plan by assisting staff with analysis of collection strengths and weaknesses, ensuring that materials are promptly solicited, reviewed, selected, ordered and weeded to meet the needs of the public.
  - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
  - *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
  - *Knowledge of library science theories and procedures sufficient to be able to select or weed materials and maintain library collections.*
2. Contributes to the library customer service mission by assisting library customers and staff as needed and requested.
  - *Skill in communicating and establishing effective working relationships with other employees, organizations and the public.*
3. Maintains communication with publishers, local book dealers and vendors, reviews publishers' and wholesalers' contracts for advance copies of library materials and recommends acceptance of contracts.
  - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*

- *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
- *Skill in analyzing and evaluating information relative to the work assignment and providing recommendations.*
- 4. Receives customer complaints about collection materials and prepares data for reply by the City Librarian.
  - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
  - *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
- 5. Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.
  - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
- 6. Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides on-going feedback regarding levels of performance, and formally evaluates employees in relation to performance.
  - *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
- 7. Coordinates the gift acceptance and review process.
  - *Skill in coordinating various activities for the department.*
- 8. Works with the central library director and the branch library director to establish the annual materials budget for agencies in accordance with collection development profiles, analyses and goals.
  - *Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibility as required.*
- 9. Develops procedures for writing, monitoring, evaluating and updating the Collection Development Plan and interprets collection development policy.
  - *Skill in developing and maintaining policies and procedures.*
- 10. Reviews collection analysis statements, profiles, descriptions and preservation plans to ensure they are current.

- *Skill in exercising initiative, judgment and decision making in solving problems and meeting the objectives of the unit or project.*
- 11. Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.
  - *Skill in applying the principles of staff development to provide staff training and cross-training.*
- 12. Coordinates development of research collections with collections in other Colorado libraries.
  - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
  - *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
- 13. Performs other related duties as assigned or requested.

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*Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.*  
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## ***Job Requirements***

### **Level of Supervision**

Supervises two or more employees who do not supervise.

### **Guidance and Decision Making**

Guidelines are in the form of stated objectives for the unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the unit or project. Employee is responsible for coordinating and supervising several tasks in which several phases may be in progress at once. Duties performed involve weighing and evaluating many factors requiring judgment, analytical ability, and problem solving. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

### **Interpersonal Communications**

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

### **Physical Demands**

Sitting: remaining in the normal seated position.  
Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

**Vision Requirements**

Near Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

**Mental Demands**

Mathematical Reasoning

Memorization

Oral Comprehension

Written Comprehension

**Working Conditions**

Subject to many interruptions

**Minimum Education**

Master's Degree in Library Science from an American Library Association accredited program.

**Minimum Experience**

Three years of professional library experience, including one year of supervisory responsibility.

**Equivalency**

Additional appropriate education may be substituted for one year of the minimum experience requirement.