

## JOB DESCRIPTION



**Position:** Associate Director of Collection Services  
**Range:** M4 (Exempt) (Non-Union)  
**Reports to:** Executive Director  
**Supervises:** Technical Services Supervisor, Youth Services Specialist, Collection Development Specialists  
**Reviewed:** 2/17  
**Revised:** 2/17

[www.cadl.org](http://www.cadl.org)

## JOB SUMMARY

Under the direction of the Executive Director, assists in the planning and administration of all technical services and circulation functions, including MeLCat. Participates in the management of the integrated library system, submits recommendations concerning Library policies and services to the Executive Director. Manages materials budget, digital collection and database subscriptions.

## DUTIES AND RESPONSIBILITIES

1. Supervises day to day management of the circulation functions of the automated system including RFID, and MeLCat.
2. Trains, supervises, directs, evaluates and schedules employees. Assists in the interview and selection of job applicants for positions.
3. Oversees the Technical Services Supervisor, Youth Services Specialist and Collection Development Specialists and assists with the planning and direction of the Technical Services Department.
4. Manages the materials budget. Works with the Specialists to allocate funds for specific line items in the budget.
5. Manages digital collections and database subscriptions. Adds new services based on patron interest and demand. Tracks usage and helps with trouble- shooting patron issues.
6. Works as part of the team coordinating the automated library system, in particular the circulation functions.
7. Implements, monitors, and evaluates the circulation policy for CADL; responds to circulation problems experienced by staff and patrons. Provides detailed statistics on circulation and library card holders for the monthly director's report.
8. Manages the Collection HQ settings and targets, makes sure reports are run in a timely manner. Trains staff on how to use the service.
9. Manages periodicals budget with CADL branch staff and coordinates ordering of periodicals through online vendor.
10. Oversees Unique Management's collection agency and chat services. Answers questions from staff and patrons and resolves collection agency problems.
11. Assists on facilities projects by working with staff on determining collection size, shelf space and layout.
12. Maintains the professional collection. Issues business and institutional library cards.
13. Participates in Management Team, assists in implementing, monitoring, and evaluating Library policies and procedures for the system as a whole. Recommends changes to the Executive Director.
14. Other duties as assigned.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

## JOB REQUIREMENTS

- Possession of a Master's Degree (or its equivalent) in Library Science from an ALA accredited institution.
- Possession of a Librarian's Permanent Professional Certificate issued by the Library of Michigan.
- A minimum of 5 years satisfactory experience in a public library serving more than 50,000 people. A minimum of 2 years supervisory experience.
- Experience with library collection tools (i.e. Local ILS, Collection HQ)
- Comprehensive knowledge of library administrative practices and procedures.
- Knowledge and experience in budget management.
- Ability to initiate ideas for the improvement of library functions and services.
- Demonstrated leadership, written and oral communication, fiscal, analytical and administrative skills.
- Ability to establish and maintain effective working relationships with staff, other departments, outside agencies and the public.
- Ability to conduct oneself with tact and courtesy.