

# MERIDIAN LIBRARY DISTRICT

## Material Services Manager



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### **Position Summary**

The Material Services Manager is responsible and accountable for the budget, vision, long term planning, personnel management, and strategy of the Collection Development department. Reports to the Assistant Director of Operations and supervises library staff. The Material Services Manager upholds the District's mission, values, and service philosophy.

Managers at Meridian Library District actively engage in building connections with diverse community organizations and leaders to foster awareness and engagement with library services.

### **Duties and Responsibilities**

#### *Essential*

#### ***Management and Supervision***

The Material Services Manager manages, supervises, and participates in all daily service and support operations of the Material Services department. Directly supervises library staff, which may include supervisors. Is responsible for the effective delivery of library services by performing elements of staff supervision, coaching, documentation, and coordination.

The Material Services Manager, in collaboration with the Assistant Director of Operations and Human Resources, is responsible for department personnel decisions. This includes recruitment, hiring, employee training and development, coaching and feedback, discipline, and performance reviews. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

#### ***Planning and Strategy***

The Material Services Manager develops collection development and circulation goals, which are in line with the goals of the District. Supports clear communication between library administration, management teams, committees, and library staff. Uses principles of project management in

contribution to the effective development of services and initiatives. This includes planning, coordinating, budget and resource allocation, scheduling, integrating, reporting, and supervising multiple projects of varying complexity. Works closely with the Assistant Director of Operations to coordinate and conduct research that envisions long-range plans and strategies for the library's collection and materials.

The Material Services Manager is responsible for the physical and digital collections; oversees cataloging, selection, deselection, collection analysis, and record maintenance to support a diverse community with continually changing needs in accordance with library policies.

### ***Budgets and Fiscal Responsibility***

The Material Services Manager is responsible and accountable for maintaining assigned fiscal responsibility. Plans and creates budget and supply orders and monitors all expenses in assigned budget areas. May apply for outside grants or supplemental funding as authorized by the library administration.

### ***Collection Development***

The Material Services Manager is responsible for the District's physical and digital collections that support a diverse community with continually changing needs in accordance with library policies. Is well versed in library materials, authors, resources, and trends across a variety of subjects. Researches, and studies, local demographics to develop guidelines for collection development, assessment, and maintenance. Oversees cataloging, selection, deselection, and record maintenance. Researches and responds to requests for reconsideration.

### ***Customer Service***

The Material Services Manager designs innovative methods of meeting public needs drawing upon current library literature, library policies, public and community feedback, and the library's strategic plan and mission. Establishes and maintains effective working relationships with the public, library employees, volunteers, Friends of the Meridian Library District, Meridian Library Foundation, and other professional groups. Develops strategies to maintain excellent internal customer service within the Operations division and across the District. Makes customer focused decisions based on library policies and procedures.

### ***Advocacy***

The Material Services Manager develops and maintains relationships and partnerships through active involvement in the Meridian community and library profession. Is engaged in professional activities through associations, committees, or other organizations outside of the Meridian Library District. Remains current on best practices and trends in the library and publishing professions.

Attends and actively participates in regular District meetings and Lynx Library Consortium meetings; routinely attends, and occasionally presents at, the Library Board of Trustees meetings.

### ***Records and Reporting***

The Material Services Manager prepares and ensures accurate and timely reports; records, collections and analyzes statistics; tracks performance measures of personnel in the Material Services department. Uses historical and predictive data to inform decisions. Stores and makes available legal and historical documents in accordance with library policies. Maintains accurate inventory of material service supplies.

### ***Marginal***

May work with and/or direct the work of volunteers in providing library services.

Performs other duties as assigned.

## **Qualifications**

### ***Minimum Qualifications***

#### ***Knowledge, Skills, and Abilities***

Demonstrated commitment to diversity, equity, and inclusion.

Knowledge of managerial policies, practices, and controls. Ability to provide clear and concise oral and written communication. A problem-solver with strong organizational, leadership and interpersonal skills. Proficient in project management in libraries. Able to oversee multiple large scale projects, effectively manage time and resources, and delegate tasks as necessary and enforce accountability. Ability to foster and sustain partnerships. Ability to establish, measure, and evaluate initiatives outcomes.

Advanced understanding of public libraries and library services as well as knowledge of modern trends and best practices. Experience persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts. Adaptable to changing structures, policies, and procedures.

Provides exemplary customer service and embodies the values of the District. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including volunteers, coworkers, and vendors, of all ages, from diverse backgrounds. Has a desire to work in a public service role, builds and maintains working relationships with individuals at all levels of the library, and fosters positive partnerships with outside organizations.

Proficient with standard office applications (including Microsoft Office and Google Workspace), online library automation system and online searching. Understand the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies and support staff and patron adoption of technology. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

### ***Experience***

3-5 years of professional work experience in a library setting with at least one year of supervision; one year collection development experience.

### ***Education***

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an American Library Association (ALA) accredited institution, enrolled or completed; or equivalent combination of education and experience in a related field.

### ***Training, Licenses, or Certifications***

Valid driver's license in good standing or the ability to obtain one.

### ***Supervisory Responsibility***

Supervises library staff in the Material Services department.

### ***Preferred Qualifications***

Two or more years of supervisory experience.

One or more years of Collection Development experience in a consortium setting.

Bilingual, preferably Spanish-English or Russian-English.

## **Working Conditions**

### ***Physical Requirements***

This position requires the employee to routinely sit, stand, walk, crouch or squat, and perform manual dexterity movements; constantly see, hear, listen and speak clearly; seldom kneel, climb, crawl, and balance. This position requires the employee to reach at, above, and below shoulder

height; lift, carry, and grasp objects weighing 25-50 pounds and push/pull objects weighing up to 50 pounds.

### ***Mental Requirements***

This position requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic and complex math. Requires independence in decision-making and a comfort level with autonomy.

### ***Technology, Equipment, and Devices***

This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, library systems and databases, email, and cloud environments. The job requires the employee to operate and occasionally troubleshoot general office equipment and other new consumer technologies, and an automatic material handling station (sorter).

This position may require operation of a vehicle on behalf of the District.

### ***Work Environment***

This position requires the employee to be subjected to repetition, working alone, working remotely, working around others including community partners and volunteers, verbal and face-to-face contact; inside environments; mechanical equipment and moving objects.

### ***Expected Hours and Location of Work***

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### ***Expected Travel***

This position requires routine travel between Meridian Library District locations and community events; limited travel for training and conferences.

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**Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.

