

## **JOB DESCRIPTION MANITOWOC PUBLIC LIBRARY**

**Title of position:** Materials Manager  
**Reports to:** Library Director

**Date:** September 2015  
**FLSA Status:** Exempt

### **PURPOSE OF POSITION:**

Work requires management of cataloging, acquisitions, serials, processing, interlibrary loan, inventory control and coordination of collection development activities. Maintains a working knowledge of contemporary issues, trends and technology developments and formulates recommendations to the Library Director.

### **POSITION HOURS:**

Salaried full-time, typically working at least 80 hours per two-week pay period on a flexible schedule which may vary from week to week. May be scheduled to work days, evenings, Saturdays, and Sundays.

### **FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:**

The following list identifies principal duties and responsibilities of the job. It is not a definitive list and other similar duties may be assigned.

1. Coordinates the work of the Materials department to ensure material is ordered, process, shelved and selected efficiently. Plans, assigns, trains, supervises and evaluates the department staff including assistant coordinator, associates, assistants, clerks and pages.
2. Effectively manage the bibliographic records for print, media and digital collections. Establish priorities, manage projects and create workflows that create dynamic access points for the public.
3. Using current software system, coordinates activities of the collection development staff, including; weeding, selecting and budgeting. Maintains knowledge of current publishing trends with print and non-print materials.
4. Maintains effective working relations with vendors including but not limited to cataloging, acquisitions, radio frequency, automated material handlers, check in and out equipment. Analyzes and reviews vendor contracts and makes recommendations to Library Director.
5. Prepares yearly budget for the Materials department. Analyzes and reviews statistical reports, trends and usage data.
6. Maintains effective working relations with the Manitowoc Calumet Library System and member libraries. Provides consultation services to system and member library staff.
7. Performs original cataloging.
8. Provides public service as needed.
9. Assists in establishing goals and objectives for the Library. Participates on the Library's management team and assists in administration of the Library. Serves as manager on duty as scheduled. Provides professional and managerial support to Library Director.
10. Participates in a variety of operational or support duties within the Library such as preparing statistical reports, Library Director in the preparation of the annual budget by obtaining and providing requested information.
11. May perform work of another member of the Library's management team, as assigned. Performs work of other departmental staff, as needed.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

Over 75% of the time is spent indoors, with protection from weather conditions. Up to 25% of time is spent in book stack areas where there is exposure to dust and newsprint.

\*For additional information on physical demands, refer to position inventory.

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

A variety of computer and software programs are utilized, including but not limited to the Library's automated systems, print management software and RFID equipment and software.

Personal computer, laser printer, digital copier, fax machine, calculator, typewriter, telephone, laptop computer, multi-media projection unit, digital camera, scanner, video camera, microphone system.

**QUALIFICATIONS NEEDED:**

A Master's Degree in Library Studies or comparable ALA accredited graduate degree; Bachelor's Degree in related field plus three years of professional library experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities. Prior work experience in a position requiring excellent leadership skills, management skills, and the use of advanced technology in a fast-paced, work-intensive environment is required.

Vocation or business skills, including the ability to effectively multi-task and prioritize workload, work a project through from development to delivery and evaluation, experience in team building and knowledge of conflict resolution skills is required. Proven ability in utilizing office technology, the ability to perform research using electronic and written resources and the Internet is required. The ability to effectively use e-mail, data management software packages, and Microsoft Office is required. The ability to work independently, communicate effectively in both oral and written format, maintain composure, confidentiality, and exercise good judgment is also required. The ability to work effectively with populations of with varied needs and abilities and the ability to work effectively with a culturally diverse population are also required. The Manitowoc Public Library reserves the right to consider candidates whose education and work experience provides comparable knowledge, skills and abilities.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The Manitowoc Public Library retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Board Approved November 2012

Revised – September 2015