MANAGER, COLLECTION ACQUISITION
LIBRARY 21C
(40 hours, exempt)
Position #231529001

DATE POSTED: January 10, 2020
LOCATION: 1175 Chapel Hills Dr., Colorado Springs, CO 80920
SALARY RANGE: $25.75 per hour + full benefits benefits (for benefits information, please see: http://ppld.org/jobs/benefits)
POSITION HOURS: 40 hours per week per the following schedule:
Monday – Friday between the hours of 8:00 a.m. – 5:00 p.m.

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Management may require modifications to a position’s schedule, days, times and locations at any time as the needs of the Library District change.

APPLICATION PROCEDURE:
1. Complete a PPLD online application located at ppld.org/jobs on the application tab.
2. Required: Resume and cover letter highlighting your relevant work experience and qualifications for the position should be submitted in the following file types: .doc, .docx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6380.

CLOSING DATE: Preference given to applications received by January 29, 2020 at 9:59 p.m., MST.

CONDITIONS OF EMPLOYMENT:
All selected candidates…
• are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
• are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
• may be uniformly tested for job-related skills and required physical abilities
• may be required to undergo a physical examination after a job offer is extended in order to ensure that the job’s physical requirements are met
• must understand and comply with PPLD’s drug-free workplace policy
• understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law and as an Equal Opportunity Employer, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

EOE
Position Summary: Supports the Library’s mission by guiding district-level acquisition of a robust and current print and digital collection through engagement with staff, vendors, the community and other libraries.

Essential Functions
Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Selects materials for assigned portions of the collection, researches available materials, anticipates trends, analyzes usage, and proposes collection development based on information gathered.
- Provides leadership, guidance, and training to Collection Management staff.
- Manages the selection, ordering, and deselection of materials.
- Evaluates existing procedures and assists in developing, recommending, and coordinating the implementation of new procedures.
- Assists in the evaluation and development of departmental budgets.
- Manages the process for hiring acquisitions staff.
- Conducts performance reviews for direct reports and develops goals and activities for individual and group staff development.
- Provides coaching and ongoing feedback for direct reports.
- Contributes to and supports the library customer service mission through providing coverage of the public service desk.
- Provides excellent direct customer service and acts as a role model for library staff; presents a courteous, positive image of the library and maintains confidentiality in customer, vendor, and staff interactions.
- Responds to customer suggestions, comments and complaints in a timely, professional, and constructive manner.

Additional Duties and Responsibilities
Duties are considered non-essential and include the following:

- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Encourages professional development of department staff through participation in community and professional organizations.
- Represents the Library District to community agencies and professional library organizations; speaks to interested groups as requested.
- Serves on local, state and national committees; takes an active role in library professional organizations.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.
Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Thorough knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Demonstrates advanced knowledge of library services, innovative trends and best practices in collection management and development.
- Demonstrates commitment to principles of intellectual freedom and all aspects of customer diversity.
- Ability to encourage a diverse culture and cultivate a collaborative environment; builds high performing teams.
- Demonstrates flexibility to actively support change in order to meet strategic goals and objectives.
- Ability to supervise, plan, and coordinate the work of staff in order to accomplish library goals and objectives.
- Demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the division, with staff at all levels, and the public at large.
- Ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to work independently and effectively organize daily work under general supervision.

Education and Experience:

- Requires a Master’s degree in library science (MLS or MLIS).
- Requires a minimum of three years of professional public library experience.
- Two years of demonstrated success in leading teams is preferred.
- Two years of directing departmental operations is preferred.
- Experience in selection of public library materials preferred.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to stand for extended periods of time. Position requires the ability to lift up to 30 pounds occasionally. Position requires the ability to push a loaded book truck.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.