

Assistant Head of Collection Management

Description

The Washington County Free Library (WCFL) seeks a detail-oriented librarian with working knowledge of collection management for the position of Assistant Head of Collection Management. This position performs all aspects of the Collection Management Department, which selects, orders, processes, and maintains the Washington County Free Library's collections across the library's seven branches, as needed, but specific responsibilities will include taking a lead role in developing and overseeing a regular weeding schedule for all branches, selecting and ordering all juvenile print materials system-wide, and supervising the department in the absence of the Head of Collection Management. Work is performed with considerable independent judgment and initiative, and requires a working knowledge of children's literature and general collection management, along with problem-solving skills and critical thinking. Working knowledge of cataloging and/or copy cataloging is preferred.

Located in Western Maryland, in the tri-state area where Maryland, West Virginia, and Pennsylvania meet, WCFL is a rapidly developing system dedicated to building a strong and vibrant community. By facilitating the public's freedom to explore, learn, and transform, WCFL connects people to ideas and resources and to each other, helping to foster individual and community growth.

Location: Based at the Fletcher Branch of the Washington County Free Library; may require travel to other branches.

Hours: Full-time; 37.5 hours per week; generally Monday-Friday, but schedule may vary.

Salary ranges: Anticipated hiring rate will be \$28.29/hour.

Essential Functions

This list is representative and may not include all the duties this position entails:

- Assists in the supervision and management of the Collection Management Department as needed or assigned.
- In coordination with the Head of Collection Management, is responsible for the selection of juvenile print materials for all locations.
- Coordinates the onboarding of new departmental employees and works with other department heads to provide relevant collection-related onboarding to new staff system-wide.
- Responsible for ensuring that a regular weeding schedule is established and followed for all WCFL locations; weeds as required.
- Runs collection maintenance reports and assigns staff to specific tasks as needed.
- Maintains a working knowledge of departmental duties and procedures, and fills in and/or assists other staff as needed.
- Fosters a culture that embraces change, innovation, continuous learning, and proactive customer service.

- Ensures that a defined list of departmental statistics is collected, compiled, and recorded on a daily, weekly, or monthly basis as directed.
- Attends relevant conferences, workshops, and other training opportunities for the purposes of ongoing professional growth and development and the completion of required continuing education credits.
- Other duties as assigned.

Skills, and Abilities

Includes, but is not limited, to the following:

- Thorough knowledge of modern principles and practices of public librarianship.
- Working knowledge of physical and digital formats of library materials and resources.
- Ability to evaluate community needs, interests, and expectations as they relate to the library collections.
- Ability to perform collection maintenance at a professional level.
- Demonstrated ability to work well under pressure and to meet deadlines, to multi-task and prioritize, and to be flexible as needed.
- Ability to effectively plan, organize work, determine priorities, make decisions, and complete assigned duties with minimal supervision and with multiple interruptions.
- A commitment to excellent internal and external customer service.
- The ability to effectively and creatively solve problems, including the ability to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches.
- Ability to write effectively at a professional level, including the ability to create and edit a procedure manual.
- Ability to collect, understand, and analyze statistical data and make suggestions based on a combination of the data and organizational needs.
- Ability to effectively access and utilize current and emerging technology and the Internet to perform all required tasks.
- Knowledge and skills necessary to work effectively both independently and as part of a team.
- Ability to regularly lift, bend, move, push and pull heavy carts, and remain standing for long periods of time.

Qualifications & Requirements:

Possession of a Master's Degree in Library and Information Science from an American Library Association accredited program and experience in professional library work.

Demonstrated familiarity with children's literature.

A valid driver's license and a willingness and ability to travel within Washington County as needed is required.

Must be eligible for Maryland Public Librarian Certification.

TOTAL COMPENSATION PACKAGE:

WCFL offers an extensive compensation package to reflect how much we value our employees. The following is what you can expect as a full-time, benefited Washington County Free Library employee:

- 15-25 days of annual Vacation Leave, based on years of service.
- 6 paid Personal Days per year.
- 8 hours of Sick Leave per month, unlimited annual carryover.
- 14 paid holidays.
- Paid Parental Leave (6 weeks paid, 6 weeks unpaid).
- Comprehensive Health Insurance Plan, including medical, dental, vision, and prescription coverage.
- Library paid Life Insurance benefit.
- Library paid Accidental Death and Dismemberment Insurance.
- Library paid Short-Term Disability Insurance.
- Library paid Long-Term Insurance.
- State and Employee funded Defined Benefit Pension Plan (Maryland Teachers Retirement System).
 - Vested after 10 years of service.
 - Credit for prior active military service and unused paid Sick Days.
- Eligible to participate in 457b Deferred Compensation Program.
- Eligible for paid training for library and industry specific workshops and courses.
- Public Service Loan Forgiveness (PSLF) eligible employer.
- Work/Life balance programs through the Employee Assistance Program.
- Tuition Reimbursement Program for select degrees.
- Ability to purchase books and media for personal use at a discounted rate.

To apply: Email completed employment application and resume to Admhr@washcolibrary.org. Application can be downloaded at <https://www.washcolibrary.org/>. Position open until filled; first consideration will be given to applications received by close of business on February 3, 2025.

The Washington County Free Library recognizes the principles of diversity and inclusion, and strives to ensure equal opportunities for its workforce, applicants, and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to the Washington County Free Library today.