



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 04/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Collection Management

JOB SUMMARY

This position performs complex professional work in a highly collaborative University environment; responsible for providing leadership in building and managing Library resources for the three campus Libraries of Texas Woman's University (TWU); creates an innovative approach for developing and stewarding the Libraries' resources in all formats; provides data analyses to inform strategic decision-making and budgeting; carries out assessment activities, and continually reviews purchasing methods to provide a collection that meets the curricular programs of faculty, staff, and students. Manages fund oversight of the materials budget to achieve the best return on investment of University finances; makes selection and retention decisions based upon the Libraries' Collection Development Plan, partnering with faculty, colleagues, and consortia partners in collaboration with Library administrators. This position reports to and collaborates with the Director of Collection Management and Resource Services (CMRS) in the strategic development and management of the collections. The CMRS Department staffs a team of professionals dedicated to working together to provide seamless access to quality resources for the TWU community. Supports two full-time staff; responsible for supervision, training, and evaluating of staff. Communicates with vendors and publishers, collaborates with library staff, sets goals, prepares statistical and financial reports, and opens and closes FY operations in the Library's management system. Work is performed under minimal supervision with latitude for the use of initiative and independent judgment and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures and is based on the accomplishment of defined objectives and the effectiveness of the assigned library functions.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Collection Management and Resource Services

Supervises: Library Buyer and Student Assistants

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ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Coordinates and overall management of the Collection Management Unit, which includes acquisitions, collection development, and vendor relations.
- Plans, develops, and implements policies and procedures for the efficient operation of the department and its services consistent with state, university, and library wide standards and guidelines.
- Initiates, develops, manages, and prioritizes projects in assigned areas to meet expected outcomes.
- Establishes job standards for subordinate staff and effectively mentor and evaluate staff under your charge.
- Hires, trains, evaluates, and develops staff in the Collection Management Unit.
- Creates and maintains procedural documentation.
- Develops and updates library collection development plans.
- Develops and monitors the collection and fund management strategies to facilitate effective and appropriate use.
- Establishes criteria for excellence and effectiveness for all aspects of the Libraries' collections.
- Recommends selection, deselection, preservation, and remote storage recommendations for print materials in alignment with the library collection development plans.
- Coordinates and facilitates subscription renewals for print and electronic resources.
- Strategizes to make data-informed decisions on access, retention, duplication, and cost of print and electronic resources.
- Supervises acquisitions staff responsible for ordering, receiving, obtaining metadata, and paying for materials in all formats.
- Manages the daily operations of the Library's online management system for acquisitions and collections; prepares regular financial and statistical reports; opens and closes the fiscal year.
- Works in collaboration with other Library staff, University departments, local universities, and the larger community in developing new initiatives.
- Contributes to a collaborative and collegial work environment.
- Utilizes a high level of skill in accounting, financial management, and project management responsibilities.
- Provides professional assistance and excellent customer service to users of the library.
- Contributes to the planning, development, coordination, and implementation of library initiatives.
- Performs as the Certified Alma administrator. Submits Primo/Alma Ex-Libris support incidents.

ADDITIONAL DUTIES

- Primary contact for a wide variety of resource and service vendors.

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- Stays current with the community of practice for library acquisitions and collections.
- Demonstrates continuing growth and professional development through activities and service.
- Represents the TWU Libraries at orientations, faculty meetings, committee work, and other campus events.
- Carries out unit-related special projects.
- Occasional travel required.
- Performs other duties as requested.

EDUCATION

Master's degree in Library Science from an ALA accredited institution, or its equivalent.

EXPERIENCE

Five years' library experience, involving progressively responsible professional experience. Requires a minimum of two years of management/supervisory responsibilities. Three to four years of library acquisitions/collections experience and experience with ExLibris Alma preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. Valid driver's license issued by the State of Texas and a safe driving record such as required by the University for Driver's Authorization.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge and understanding of 21st century collections trends and issues with library collections.
- Knowledge of the book trade market and online access to resources.
- Knowledge of current trends in collection development, acquisitions, and electronic resources.
- Knowledge of licensing, scholarly communication models, and automated services from publishers and vendors to improve the Libraries' user experiences.
- Knowledge of analysis, budgeting, planning, assessing, and evaluating collections.
- Knowledge of office practices and accounting methods used in libraries.
- Strong skills in innovations, analysis, and collaboration.
- Excellent skills in problem solving complex issues
- Excellent skills in library technology, software, and Microsoft Office products
- Excellent customer service skills.

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- Ability to perform detailed computer work.
- Ability to learn and use library related software systems and new technology.
- Ability to supervise and motivate others.
- Ability to coordinate work with other employees, providing direct instruction and supervision.
- Ability to use library resources effectively.
- Ability to organize work effectively, conceptualize, analyze, and prioritize projects and objectives and to exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to work in a rapidly changing environment.
- Ability to work collaboratively across departments.
- Ability to communicate and work effectively with others in writing, orally, by telephone or e-mail, and in person.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to design, organize, and teach instruction sessions.
- Ability to analyze, evaluate, and interpret information.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to work with a diverse population.
- Ability to work independently and collaboratively to plan, coordinate, and implement projects.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment and/or classroom setting.

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SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.