Saint Michael's College
Job Description

Job Title: Associate Director for Collection Services

Department: Library and Information Services

Supervisor or Manager: Director, Library and Information Services

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Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

• The intellectual integrity of the Library’s general collections, both physical and virtual, including indexes and databases, electronic, monographic, serial, and audiovisual resources and collections residing in the Special Collections Room, are properly maintained
• Policies are developed, collection analysis is maintained, and the budget is accurate and reasonable based on research
• Programs under the aegis of the Collection Services Group which consists of the Acquisitions Department, the Interlibrary Loan Department, and the Special Collections Room, are supervised and coordinated effectively

Essential Duties and Responsibilities:

• Oversees collection management and development activities of LIS liaisons and the Acquisitions Department, and manages portions of the LIS Web site
• Provides leadership, vision, and coordination for LIS collection management programs in support of the teaching and learning mission of the College
• Directs overall operations of LIS Collection Services, including selection, acquisitions, collection management, portions of the LIS Web site, interlibrary loan, and acquisition of information resources for the Language Learning Resource Center, Durick Library gifts, Special Collections, and preservation
• Supervises Collection Services staff
• Develops procedures for efficient workflow and delegates tasks and prepares annual goals in cooperation with staff members
• Allocates, monitors, and oversees expenditure of materials budget and oversees materials-related endowed funds and gift accounts
• Prepares annual materials and interlibrary loan budget requests and monitors relevant portions of the budget
• Collaborates with faculty and departments to ensure that collection decisions most effectively support the curriculum needs of the College
• Coordinates and oversees collection management activities of liaisons
• Oversees collection weeding
• Develops, implements, and oversees library preservation activities
• Develops, implements, and oversees library disaster preparedness plans and activities
• Supervises the testing, acquisition, and management of LIS electronic databases and content software
• Reviews, approves, and processes license agreements for materials purchases
• Coordinates the dissemination of announcements and documentation for LIS information resources
• Ensures that vendors and acquisition staff develop efficient and cost effective purchasing mechanisms
• Negotiates with donors of materials and collections to the library in consultation with the Director of LIS
• Screens gifts and arranges for appropriate acknowledgements
• Prepares reports by compiling and analyzing data
• Provides access and orientation to electronic software, online databases, World Wide Web, and networked resources for faculty, staff, and students
Saint Michael’s College Job Description
Job Title: Associate Director for Collection Services

• Provides opportunities for clear and detailed communication with faculty regarding the acquisitions and budgeting processes
• Maintains familiarity with the operations of the other LIS and College Departments and provides assistance to staff, faculty, and students.
• Participates with other LIS staff in planning and policy making
• Provides excellent public service to St. Michael’s College constituency and other LIS and College Departments
• Serves on or heads LIS special project groups or LIS committees

Secondary Responsibilities:
• Participates in the Advisors Group led by the LIS Director and contributes to setting goals, developing new services, and evaluating library programs
• Participates in library liaison program providing outreach to assigned academic departments and instruction programs for students at the request of faculty
• Leads the collection development effort
• Monitors book budget allocations
• Provides individual consultations with faculty and students
• Participates in a rotating schedule for providing reference service at the Reference Desk, which includes assisting patrons with research strategies, database searches, selecting resources, documentation, using technology, etc.
• Keeps abreast of new developments and trends in the field
• Provides assistance to staff regarding software and research database access problems and questions
• May include the teaching of credit courses and add-on credit courses on an adjunct basis

Positions Supervised:
• Supervises the Library when the Associate Director is the senior staff member on duty
• Senior Collection Specialist (1)
• Collection Specialist
• Collection and Instruction Librarian / Head of Interlibrary Loan (1)
• Collection Services Specialist – Interlibrary Loan (1)

Major Contacts:
• Senior Collection Specialist – Acquisitions: 1 person
• Collection Specialist – Acquisitions: 1 person (direct report to Senior Collection Specialist)
• Collection and Instruction Librarian / Head of Interlibrary Loan: 1 person
• Collection Services Specialist – Interlibrary Loan: 1 person (direct report to Head of ILL)
• LIS staff
• SMC faculty
• Materials vendors (books, journals, databases, etc.)
• SMC administrators
• Information Technology staff
• Donors of library materials

Demonstrates Excellence:
• Effectively leads and directs the work of others in a positive and upbeat manner within the context of a challenging and complex information environment
• Adept at establishing and maintaining cooperative, productive, and effective working relationships with library staff and library stakeholders (faculty, staff, students, administrators, donors)
• Highly skilled at the preparation and presentation of comprehensive, concise, and clear oral and written reports
• Possesses a thorough understanding of the major challenges affecting libraries and library collections and access
• Possesses a thorough understanding of the use of technology to improve access to library materials and services
• Demonstrates an expertise in advocating for and implementing the migration of library collection content to newer technologies
• Acts as a flexible and dynamic negotiator who can effectively balance the needs of the curriculum and all stakeholders in building library collections
• Demonstrates excellence in budgeting and maintains a high level of fiscal responsibility
• Thoroughly understands copyrighting as it applies to library collections and access
Saint Michael’s College Job Description
Job Title: Associate Director for Collection Services

- Strong commitment to providing access to information for faculty, students, and staff as efficient and convenient as technology, innovation, and resources will allow
- Strong analytical and decision-making skills that allow for ease when addressing any number of issues
- Thrives in a collaborative environment that involves major stakeholders in planning, assessment, and decision-making
- Understands and respects the ACRL, ALA, NEASC, and related association’s standards and guidelines

Education and Work Experience:
- Advanced Degree
- A record of increasingly responsible and varied professional library experience
- 5 years collection development experience in an academic library
- Demonstrated managerial/ supervisory competence and budgetary experience
- Broad knowledge of, and experience with integrated library systems, electronic resources, and acquisition procedures
- Record of successful budget management

Analytic Skills:
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation is required.

Language and Literacy Skills:
- Prepares and delivers written and spoken information to small and large groups
- Effectively manages meetings
- Represents the institution to the audience, often through oral presentation
- Communicates regularly and effectively with a wide range of groups

Computer/Technology Skills:

- Microsoft Word: None __ working knowledge ___intermediate _x__ highly proficient
- Microsoft Excel: None __ working knowledge ___intermediate _x__ highly proficient
- Microsoft Publisher: x__ None __ working knowledge ___intermediate ___ highly proficient
- Microsoft Powerpoint: None __ working knowledge ___intermediate ___ highly proficient
- Microsoft Outlook: None __ working knowledge ___intermediate ___ highly proficient
- Adobe Photoshop: x__ None __ working knowledge ___intermediate ___ highly proficient
- Adobe Acrobat: x__ None __ working knowledge ___intermediate ___ highly proficient
- Quark: x__ None __ working knowledge ___intermediate ___ highly proficient
- Datatel: x__ None __ working knowledge ___intermediate ___ highly proficient
- Internet Research: x__ None __ working knowledge ___intermediate ___ highly proficient

Other (please specify):
- Highly proficient with Voyager Integrated Library System modules (acquisitions, budget, circulation, serials, cataloging)
- Intermediate skills using OCLC
- Proficient with MS Frontpage

Licenses, Certifications and Other Requirements:
- None required

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk
Saint Michael's College Job Description
Job Title: Associate Director for Collection Services

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- The flexibility to work with an irregular schedule including nights and weekend hours
- Ability to effectively present formal instruction to small and large groups
- Attendance at conferences and training programs may require overnight travel

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.