JOB POSTING
CLINTON-MACOMB PUBLIC LIBRARY
FULL-TIME ACQUISITIONS MANAGER

Position: Full-time Acquisitions Manager, 37.5 hours a week, including some evening and weekend hours

This person will be based at the Main Library, but will be expected to represent the library out in the community at times. This person will report to the Associate Director.

Salary: $47,754 to $59,639 per year based on qualifications

Benefits: Medical, dental, vision, short-term disability, long-term disability, and life insurance; sick leave, 3 weeks’ vacation, standard holidays; 401A pension after one year
Optional: 457B retirement plan and flexible spending account

Primary Job Duties:
• Responsible for the management of the cataloging staff (hiring, training, quality control, scheduling, time card approval, performance reviews, emergency preparedness, and supervision)
• Provides systemwide expertise, training, monitoring and support for the acquisitions workflow (ordering, invoicing, importing records)
• Oversees serial acquisitions (ordering, linking, claiming)
• Develops workflows for acquisitions (original and copy cataloging of physical and digital titles and processing of all materials)
• Works with library vendors to manage materials acquisitions
• Maintains standing orders and automatic purchases
• Coordinates the Bestseller’s Club service
• Provides leadership with and monitors trends in metadata and cataloging standards
• Evaluates effectiveness of catalog data and metadata for resource discovery (quality control and interface design)
• Creates and designs SQL-based reports
• Coordinates efficient systemwide deselection of materials
• Participates on management team and contributes to developing and implementing strategic initiatives
• Processes materials and enters bibliographic data in the library automation system
• Prepares for emergencies and helps maintain a safe work environment
• Serves as staff member in charge one Sunday per year
• Responds to calls from alarm system monitoring firm as necessary
• Performs related duties as required
Required Qualifications:

- Master’s degree in library science from an ALA-accredited library school
- Previous library experience desirable, especially with library classification systems and acquisition function of an automated library system
- Knowledge of cataloging rules, standards, and practices: to include MARC, RDA, OCLC
- Familiarity with editing MARC records; knowledge of acquisitions and processing life cycle
- Delivers consistently friendly, attentive, welcoming, high quality customer service
- Knowledgeable about the philosophy and techniques of public library services
- Embraces change in work environment, procedures and services
- Able to understand and carry out oral and written instructions
- Able to adapt to changing procedures and situations
- Able to prioritize duties and tasks; work independently and assume responsibility
- Is highly responsive and has clear oral and written communication skills
- High energy, self-motivation to create and embrace new services
- Good typing and organizational skills
- Knowledge of English language, spelling and arithmetic
- Background check required prior to placement

Mental Requirements:

- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers, contractors and volunteers
- Able to interpret and follow policies and guidelines

Physical Requirements:

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms

Process:  
Deadline for applications:  Friday, August 30, 2019
Interviews anticipated:  September 4 - 11, 2019
Decision anticipated by:  September 13, 2019
Target starting date:  September 23, 2019

Apply to:  Juliane Morian, Associate Director
           jmorian@cmpl.org
Items to submit (in a single PDF file):
1. Cover letter
2. Resume
3. CMPL Job application (attached to this posting; not required for current employees)
4. Answers to the following pre-interview questions:
   o How would you describe your management style?
   o What excites you about metadata and classification systems?
   o Assume you have recently attended a national conference for public librarians and wish to implement a new systemwide service at CMPL. How would you go about making the case and obtaining buy-in from the library administration and the management team?

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position. The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual’s race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.