

**Drake University, Cowles Library
Des Moines, Iowa**

Senior Librarian Position

Job Title: *Coordinator, Collection Development and Management*

Department: Cowles Library

Reports To: Dean, Cowles Library

Classification: Library Faculty, Exempt

General Summary:

Coordinates, plans, and directs the library's program of collection development and bibliographic control. Collaborates with librarians and faculty members on collection development activities and policies for all formats of resources. Is responsible for the ongoing assessment of collections and their use.

**Essential
Functions:**

- Provides leadership in the development and management of the library's collections and access to information resources in all appropriate media and formats. Is responsible for planning and program development in this area.
- In coordination with the Library Dean, works to provide leadership and activity coordination related to the Central Iowa Collaborative Collections (CI-CCI) initiative.
- Assures availability of and promotion of library resources via the library's web site and other appropriate avenues
- Analyzes and assesses the adequacy of collections and their funding for accreditation, program and budget reviews, and new curriculum programs.
- Provides direct management responsibility for the Acquisitions budget; including preparation of annual-and multi-year materials budget allocation.
- Participates in the ongoing evolution of the library's strategic plan, annual program planning, and budget development.
- Supervises the Collection Development and Management Unit and its' employees; including cataloging, the management of serials, acquisitions and processing/book repair. Implements policies and procedures to improve workflow.
- Develops and maintains collection/electronic access policy statements.
- Negotiates licensing agreements and contracts with vendors (including the Approval Plan).
- Serves as a university and library resource regarding the scholarly communication and curricular processes in higher education, their ongoing transformation by information technology, and how these apply to collection development, resource sharing, and electronic accessibility and delivery.
- Coordinates and guides the activities of faculty and librarians who participate in collection selection; provide training on and current awareness of collection development practices.
- Oversees the Library Liaison Program.
- Serve as a liaison to and selects materials for Psychology.
- Identifies prospective funding sources; assist in preparing proposals and grant applications and development of gift programs. Works with potential donors of library resources.
- Represents the university and library consortially, regionally and nationally on collection development issues, including assessment.

Principal**Working****Relationships:**

- Supervises the Acquisitions Associate and the Electronic Resources Manger.
- Works closely with other Unit Heads and other librarians as necessary
- Works with other Cowles faculty and staff members on committees and cross-functional teams and working groups.
- Works with Drake faculty, staff, and students on University-Wide committees and/or state-wide collaborations.
- Vendors
- Members of Library consortia

Additional**Duties:**

- Serves on library and university committees; is a permanent member of the Library Management Council and the Electronic Resources Selection Committee.
- Participates in appropriate library public services activities
- Assists with library instruction sessions as appropriate (e.g., LIB 046)

Knowledge, Skills**And Abilities:**

- Demonstrated working knowledge of current issues in collection development and management, including digital librarianship
- Knowledge of computers, and evolving trends in computer and Web technology and appropriate applications of these technologies in an academic library setting
- Ability to plan, organize, motivate, and promote.
- Effective supervisory management skills.
- Demonstrated leadership qualities.
- Demonstrated problem-solving skills
- Strong planning, project management, interpersonal, and written communication skills
- Ability to work in an organization that is evolving, team-oriented, and focused on service enhancements and outcomes
- Knowledge of trends in higher education, scholarly communication, curricular development, and information literacy.

Qualifications: Required:

- ALA-accredited MLS degree
- Minimum of 5 years demonstrated experience in a mid-to-large size academic setting in collection development, including selection of electronic resources; at least 3 years in an Administrative role
- Experience with qualitative and quantitative collection analysis techniques and budgeting
- Experience with acquisition and cataloging operations
- Record of professional involvement and productivity

Preferred:

- Second advanced degree
- Experience with cooperative collection development, resource sharing, and developing proposals and grant requests.

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