

King Township Public Library

Job Description

JOB INFORMATION			
Job Title:	Manager - Collection Development		
Classification:	Permanent Full-time (Grade #)		
Reports to:	Chief Executive Officer		
Supervision:	1 direct reports – Collections Specialist		
Revision Date:	October 2025	Location:	As assigned; may be required to work at any of the Library's locations.

JOB SUMMARY:
Reporting to the Chief Executive Officer (CEO), the Manager of Collection Planning & Development is a key leadership position, responsible for system-wide collection planning, management and budgeting as well as circulation, using professional expertise when collaborating and making decisions with the Senior Leadership Team. This role is instrumental in aligning collection services with the strategic goals and objectives set by the Board, and ensuring a high-quality, relevant, and accessible collection for a community growing both in population and diversity.

RESPONSIBLE FOR:
- Developing, implementing and oversight of policies and procedures which define the role, scope and delivery of Collection services - Collaborating with the Senior Leadership Team to develop and implement strategies to increase the use of the collection and other library services - Developing and managing a Collection/Content Plan and the associated budget, based on principles established by the current policies and strategic objectives - Collection development, procurement and management, including acquisitions and ARPs, evaluation, deselection, etc. of all material formats (e.g., print, audio-visual, and digital) - Establishing and applying selection and evaluation criteria to build and maintain a high-quality collection of popular and relevant resources in many formats based on community needs and information technology trends - Managing and analysing collections and circulation related data for internal and external reporting requirements and evidence-based decision-making - Liaising with Systems & Digital Services and Branch Services to ensure accuracy, relevance and efficacy of ILS catalogue records and circulation rules - Ensuring Collection services are effectively promoted to external stakeholders, working closely with Branch Services and Engagement & Connections - Managing material donations, including developing policies and procedures (e.g., assessment, processing and disposal) - Maintaining knowledge of both current and emerging collection trends that may impact library operations and the user experience, with the goal of sustaining/improving library services

- Developing and managing of vendor relationships
- Exercising supervisory and personal responsibilities as legislated by the Occupational Health & Safety Act and other relevant legislation
- Acting as Manager on Duty on weekends and evenings as scheduled, managing all escalated, unresolved, public service issues
- Providing support for the Board/CEO, preparing monthly and annual statistical reports, researching background information and delivering presentations as needed
- Participating in outreach activities with community organizations and stakeholders as requested by the CEO
- Participating in the recruitment, training, evaluating and development of staff
- Building an effective, productive team and contributing to the professional development of direct reports
- Promoting teamwork to attain strategic goals and objectives through leadership, mentorship and direction
- Representing the Library on municipal committees as assigned
- Attending meetings and participating in professional library organizations

QUALIFICATIONS:

- Master of Library and Information Science from an ALA accredited school or equivalent degree and minimum 5 years of library related experience
- Minimum of 3 years of Managerial/Supervisory experience in a public library setting, including performance development, budget management and project management
- Possesses a thorough knowledge and ability to deliver front-line public library service
- Extensive experience in collection planning and development, managing vendors and all related services, including those pertaining to shelf-ready product delivery & ARPs, developing related workflows & procedures, and staff training
- Advanced knowledge of and experience with library-related software including the ILS (Sirsi-Dynix Symphony and Enterprise), commercial databases, other types of platforms, MS Office, etc.
- Proven abilities in team management and in fostering a strong teamwork ethic
- Demonstrated capacity for service planning, problem solving, results orientation, analytical skills and creativity
- Fluent in English with excellent written and oral communication skills
- Proof of valid Ontario Driver's License, liability insurance and reliable transportation
- If required, the ability to produce a "clear" Vulnerable Sector Screening

WORKING ENVIRONMENT:

- Rapidly changing, highly automated public service environment
- Requires day, evening and weekend shifts at any of the Library's locations
- Occasionally stressful when serving the public & stakeholders
- Occasional local and long-distance travel is required
- Involves standing, computer and electronic device usage, and occasional light physical exertion (e.g. bending, kneeling, pulling, lifting & carrying materials, boxes & equipment)

COMPETENCIES:

- Communication
 - Communicates effectively to a variety of audiences from diverse backgrounds applying the most appropriate approach to meet situational needs
- Ethics & Values
 - Understands and acts in accordance with the values and ethics of the library profession, demonstrating a strong work ethic and personal accountability
 - Commitment to the principles of diversity both in the workplace and in the scope of public service
- Interpersonal Relationships
 - Develops and maintains healthy relationships with others to achieve common goals within a team environment employing effective strategies to manage organizational politics, conflict and difficult co-worker behaviours
- Learning & Personal Growth
 - Manages the development of one's own career and ongoing improvement of knowledge, skills, and abilities through a commitment to personal growth and lifelong learning
- Leadership
 - Practices informal leadership and contributes to effective decision making regarding library services and resources
 - Contributes to the implementation of change management and acceptance by all stakeholders
- Problem-solving and decision-making
 - Looks for alternate solutions to problems; knows when to proceed with a solution or make a decision independently and when to seek help or guidance from other staff
- Collection Management
 - Understands the development of policy and the related strategic allocation for materials and service budgets
 - Highly adept at negotiating the purchase and licensing of materials and ability to leverage partnerships with other libraries or organizations for discounted or cooperative purchasing options.
- Customer Service
 - Contributes to the development and evaluation of standards and practices for the delivery of quality service through the application and modeling of customer service skills to enhance the level of user satisfaction which may require effective techniques to address difficult situations

- Staff training and development
 - Source and deliver initiatives that support strategies and long-range objectives to create a learning environment within the Library
- Project Management
 - Employs sound project management principles and procedures in the planning and implementation of programs and services as well as clear direction and effective communication
 - Ability to formulate and document workflows and procedures, and develop/implement subsequent communication and training
- Community Relations
 - Builds community wide support for the library, using a variety of methods including the engagement of the community in conversation and cultivating partnerships
- Information Technology
 - Advanced proficiency in the area of library technology and information services
 - Possesses up-to-date computer and technology skills necessary for effective communication and presentations
 - Anticipates and predicts changes in trends and influences to effectively allocate resources and introduce new technologies