PUBLIC JOB POSTING

POSITION IS OPEN UNTIL FILLED

To be considered for this position, applicants must submit a cover letter and resume

POSTING DATE: August 13, 2021
JOB TITLE: Director of Collection Development, Grade 30
LOCATION: Headquarters Library
DATE AVAILABLE: October 1, 2021
SALARY: $58,130 yearly (includes generous benefit package)

HOURS: 40 hours per week

EDUCATION/EXPERIENCE: Master’s Degree in Library Science from an accredited ALA library school and 3 years of public library experience and supervisory experience. Must complete pre-employment testing.

ESSENTIAL FUNCTIONS:

- Formulates and leads strategic and operational workflows in conjunction with the management team in order to implement Library Board’s strategic goal, “Create and deliver dynamic collections that connect people, ideas, information and preserve the historical record.”
- Maintain materials budget funds according to analysis of circulation trends, digital platforms and general library developments, including maintenance of collection-related vendor contracts
- Supervise all aspects of library materials selection and processing workflows in order to maintain balanced collections and to ensure accessibility of all library materials.
- Effectively collaborate and communicate with all library departments and branches system-wide to creatively evaluate existing and future library collection development trends and content delivery systems
- Maintain board-approved materials selection policy and Disaster Response Manual
- Supervise, evaluate and facilitate training of Collection Management staff
- Prepare reports to evaluate resources and services

KNOWLEDGE & SKILLS:

- Master’s Degree in Library Science from an accredited ALA library school.
- Thorough knowledge of professional library principals, procedures, materials and practices with three years of public library experience and supervisory experience.
- Thorough understanding of library collections including selection, weeding, cataloging and metadata standards, and physical processing.
- Experience maintaining large budgets.
- Experience with both popular culture and historical collections.
- Excellent written and verbal communication skills.
- Strong interpersonal skills that display a positive attitude, cultural sensitivity and a sense of humor.
- Ability to build teams and exercise initiative, independent judgment and flexibility.
- Valid driver’s license for the ability to drive to other libraries.
- Must complete pre-employment testing.

The Library accepts applications when a job position is available. Applications are available at all checkout desks. Contact the Job Line at (864) 285-9190 for job opportunities. Drug Testing is a part of the Library’s hiring process. If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco free.

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