



**Position: Assistant Director for Materials Management**

**Reports to: Deputy Director**

West Georgia Regional Library System (WGRLS) seeks a detail-oriented Librarian to fill the position of Assistant Director for Materials Management. This position manages the acquisition, cataloging, and processing services of the system and participates as an active member of the WGRLS Administrative Team. The successful applicant will thrive in an atmosphere of growth and change in a system that is evolving on many levels, including the renovation of new and existing member libraries and the emergence of a collaborative, mission-driven library operations model.

West Georgia Regional Library System is a dynamic community-focused system that serves a population of over half a million. The System spans the counties of Carroll, Douglas, Haralson, Heard, and Paulding, offering premier library service for 19 member libraries.

Position performs and manages original cataloging as well as copy cataloging, materials ordering, and processing. The successful candidate will also manage acquisitions and serves as the system's acquisitions liaison to the shared PINES network.

**Essential Functions**

- Coordinates and places all materials orders for 19 libraries, regional office, and bookmobile.
- Leads the eContent Selection Committee in selection and purchase of ebooks and eaudiobooks for the region and serves as the contact for GADD (Georgia Download Destination).
- Supervises all original and copy cataloging and does original cataloging for print and audiovisual materials.

- Oversees the materials budgets for all libraries and distributes monthly materials funds reports to managers.
- Prepares materials invoices for payment.
- Manages relationships with third-party vendors that directly interact with Materials Management department, e.g., Brodart, Midwest Tape, and eContent providers.
- Hires, trains, and manages Material Management staff.
- Serves as the system's acquisitions liaison and Cataloging Coordinator to the shared PINES network.
- Develops and documents standard procedures and practices, sets goals and designs and monitors workflows to ensure that technical services operations are effective in delivering timely and seamless processing of new and donated materials.
- Collaborates with library managers to ensure that library collections are beautifully maintained, relevant, and well-used.
- Plans, implements, and manages all collection inventory processes.
- Provides collection development training for library staff.
- Monitors trends, best practices, and developments in the profession.
- Works collaboratively with the library's management team to develop strategic concepts, practices, techniques, and innovations to continually improve the quality of the library's services and collections.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of best practices in cataloging and bibliographic control.
- Ability to prioritize, adapt to multiple demands, balance changing priorities, coordinate multiple ventures, and guide projects through to completion.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Strong oral and written communication skills.
- Proficient knowledge of Microsoft Office and/or comparable environments.
- Project management experience, including planning, tracking and evaluating.
- Capacity to interact in a positive, effective manner with all staff and the general public.
- Perform job duties with a minimum of supervision, work collaboratively in a team environment, and demonstrate professional standards, good judgment, dependability, and timeliness in work environments.

### **Job Requirements**

Excellent communication skills. Ability to work accurately and with attention to detail. PINES and budget-management experience are a plus. A Master's degree in Library Science from a school that is accredited by the American Library Association is mandatory and a minimum of one (1) year of experience as a professional librarian is required. Must possess a current State of Georgia Librarian Certification.

### **Physical Demands**

- Ability to sit and use a computer for extended periods and operate standard office equipment, daily.
- Ability to lift and move up to thirty (30) pounds, occasionally.
- Ability to push book trucks with up to 150 pounds of materials on them, daily.
- Ability to stand for extended periods, occasionally.
- Ability to perform repeated reaching, bending, climbing and squatting, daily.
- Travel by automobile, occasionally.

### **Supervisory Duties**

Direct supervision of 1 part-time and 2 full-time employees.

### **Salary and Benefits**

\$60,000 - \$65,000 annually, dependent upon experience and qualifications. Benefits include health insurance through the State Health Benefit Plan, incidental types of insurance through GaBreeze, annual and sick leave, and enrollment in the Teachers Retirement System of Georgia.

### **To Apply**

Qualified applicants should submit a cover letter, resume, and three professional references to [jobs@wgrls.org](mailto:jobs@wgrls.org). Position open until filled. Employment is contingent upon a successful background check.