Location: Howard County Library System

Job Title: Director of Collection Development

Responsibilities: As HCLS' Director of Collection Development, you love honoring the public trust by employing the highest of ethical standards. When it comes to collection management, you can do it all. If you have everything it takes to plan, implement, and manage all HCLS materials activities with vision and foresight, confidence, big-picture thinking, and agility, this position is for you. You will uphold HCLS' position as a vital, indispensable partner in education and work to achieve our mission and vision.

Essential Functions: You effectively manage all aspects of the strategy, budget, selection, cataloging, and processing of collection development services. You understand the big picture and partner with HCLS leadership on all strategic and tactical matters. You effectively manage materials management budgeting and forecasting. You work collaboratively within your department and across our broader team to identify opportunities to improve materials management processes and cost effectiveness. You perform other duties and special projects as assigned.

Requirements: Minimum Qualifications-You hold a bachelor's degree and an American Library Association accredited Master of Library Science degree. You have a minimum of four years of progressively responsible professional experience in at least two of the following categories: collection development, technical services, acquisitions, materials receiving, and/or Interlibrary Loan services. You have at least three years in a supervisory role

OR: You possess a combination of nine years of related education and progressively responsible professional experience to include at least two of the following categories: collection development, technical services, acquisitions, materials receiving, and/or Interlibrary Loan services You have at least three years in a supervisory role

Desired Qualifications-You have the demonstrated ability to plan, direct, and evaluate the work of technical services staff toward the achievement of strategic organizational goals and community impact. Ability to coach, mentor, and help develop staff as organizational leaders. You have the demonstrated ability to connect meaningfully with community members about the library's collections. You are adept at enhancing budget performance, conducting forecasting and developing forecasting improvements. You have a current valid driver's license.

Salary Range: $77,209 - $135,387 annually

Application Process: To apply, please click on the link below. https://hclibrary.org/about-us/employment/

Special Requests:
Closing Date: Open until filled.