

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Manager – Selection and Order**  
Dept.: **Selection and Order**  
Reports to: **Director of CMS**  
Effective Date: **Revised January 2021**

Job Code Number: **10351**  
Grade Number: **21, Non-represented**  
FLSA Status: **Exempt**

General Position Summary:

Within Collection Management Services (CMS), leads, manages, supervises and provides technical expertise to Selection & Order, which also includes Mendery, Evaluation, Collections, Interlibrary Loan and Central Serials functions. Primary customers are library staff and the public.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Provide overall leadership including planning, budgeting, coordinating, hiring and supervising staff.
2. Develop and manage the library materials budget.
3. Participate in the strategic development of the library's collections. Work closely with the Director of Collection Management Services' team to deliver system goals through collection services.
4. Monitor the provision of products and services for optimal performance and patron satisfaction.
5. Formulate and assess new collection service opportunities based on trends and developments in the information market place.
6. Manage the timely and predictable implementation of new services including communication and support for staff and patrons.
7. Direct and/or develop Selection & Order work processes and procedures. Assess workflow within assigned areas of CMS on a short term and long term basis, adjust/re-deploy staff as needed.
8. Negotiate/problem solve with peers in CMS/KCLS.
9. Oversee maintenance of the system collection.
10. Work with ITS to facilitate the ongoing maintenance of the Acquisitions and Serials modules of the integrated library system and serve as a resource for Acquisitions and Serials system requirements.

Secondary Duties:

1. Select materials.
2. Professional self-development activities.

3. Attend KCLS meetings and serve on various committees.
4. Other duties as assigned.

Core Competencies:

**Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

**Customer Focus**

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Ethics, Values and Judgement**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

**Professional and Technical Knowledge**

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

**Coaching and Counseling**

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

**Managerial Courage**

Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

**Communicates Effectively**

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**Decision Quality**

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

**Drive for Results**

Focuses on results and desired outcomes and how best to achieve them; does not confuse effort with results. Gets the job done.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

- Masters of Library Science degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Five to seven years library experience, at least two of which is at the supervisory level, with two to four years selection and order experience preferred.

## SPECIAL REQUIREMENTS

Valid Washington driver's license.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, this typing may be repetitive up to frequently. Frequently sits and occasionally will stand and walk. Will frequently reach up to chest level with hands and arms. The employee will occasionally lift to 10 pounds and will seldom push/pull carts using light force.

## WORK ENVIRONMENT

Work is performed in a normal office environment. The job is in an open work area with many interruptions, conversations and noises on a continual basis.

### Advancement Possibilities:

Director of Public Services  
Library Regional Manager

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR