



## Illinois Heartland Library System

### Position Description

**Position Title:** SHARE Bibliographic Services Manager

**FLSA:** Exempt

**Location:** Champaign

**Employee Type:** Full-time

**Pay Type:** Salaried

**Classification:** Library Professional

**Salary Grade:** 10

#### **Summary:**

SHARE Bibliographic Services Manager is responsible for the proactive leadership in coordinating the SHARE cataloging services and database standards on behalf of member libraries. This position works collaboratively and continually confers with SHARE management in the administration of the automation program offer advice, offer demonstrations, and provide information on best practices in delivering integrated library services.

#### **Duties & Responsibilities:**

- Administer SHARE Bibliographic Services.
- Provide continuing information to the SHARE Governing/Advisory Board, liaison between Users Group and the system.
- Evaluate services, staffing levels, software needs, and all things related to the SHARE Bibliographic Services to ensure a high level of service and support for the SHARE membership.
- Interpret SHARE membership needs and recommend policy and policy changes related to Bibliographic Services to achieve best operational functionality of the SHARE.
- Market SHARE to potential members; provide cost and other information to libraries interested in joining SHARE.
- Hire, train, supervise and evaluate SHARE Bibliographic Services staff and interns.
- Maintain an in-depth working knowledge of all aspects of the applications and operating software provided by the SHARE vendor, in particular those related to cataloging, authority control and indexing.
- Maintain the integrity of the integrated library system through authority control.
- Plan and implement integrated library system services including training for member libraries on topics related to cataloging and technical services
- Plan and coordinate training needs related to cataloging and technical services of IHLS SHARE staff and staff of SHARE consortia..
- Assist the Administrative Team to develop budget, and reports related to SHARE.
- Assist the Administrative Team in working with the ILS vendor and others to restore service when the ILS is down.
- Perform original and copy cataloging of all formats of library materials to facilitate their identification, access, and use.
- Interpret and apply relevant standards such as Library of Congress subject headings,

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the Dewey Decimal System, Library of Congress classification, AACR2, RDA and the On-line Computer Library Center (OCLC) manuals in cataloging and classifying library materials.

- Consult with members in order to resolve cataloging and database problems, answers questions, transmits information, and discusses options for handling library materials.
- Keep records of inquiries, complaints, and comments, as well as actions taken for members.
- Review financial information, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and/or program improvement.
- Establish and implement goals, objectives, and procedures.
- Provide accurate and timely information in a language and format that is easily understood by members and colleagues.
- Demonstrate knowledge of metadata, including various software programs that organize such data, and assist other staff with it.
- In coordination with the SHARE Director, apply for and manage appropriate grants.

**Supervised by:** SHARE Director

**Supervises:** Cataloging Supervisors and Bibliographic Project Coordinator

### **Minimum Education and Experience:**

- MSLIS from an ALA accredited library school and five years of original cataloging experience.
- Three years of library administrative experience is preferred.

**Licenses or Certifications Required:** Valid driver's license or ability to travel.

### **Knowledge, Skills, and Abilities Required:**

- Broad working knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library cataloging and classification.
- Excellent knowledge of standard bibliographic sources, bibliographic form, metadata, and verification tools.
- Good knowledge of business and management principles involved in strategic planning, budgeting, human resources management, leadership techniques and coordination of people and resources.
- Knowledge of principles and methods for adult curriculum and training design, teaching and instruction, and evaluation for individuals and groups.
- Extensive knowledge of integrated library systems.
- Broad knowledge of trends in library philosophy and library databases.
- Good knowledge of consensus building and group decision making.
- Knowledge of grant and proposal writing.
- Ability to analyze internal processes and recommend and implement procedural changes to improve operations.
- Ability to establish and maintain effective working relationships with staff, governmental representatives, and member libraries.
- Knowledge of principles and processes for providing customer service including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to work in an organization that embraces customer service.
- Ability to use a computer and Microsoft applications such as Word, Excel, and Power

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Point.

- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one
- Ability to set goals and deadlines for the department.
- Good oral and written communications skills.
- Ability to be timely in responding to requests.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, member libraries and job duties.
- Ability to travel as required.

**Working Conditions:**

Work is usually performed in an office environment. This position may need to be available for access 24-hours a day, seven days a week. Some evening and weekend work will be required, with occasional overnight travel.

**Telecommuting:**

This position allows for telecommuting.

**Physical Effort:**

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Must be able to concentrate on detailed information over an extended period of time.
- Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

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**Employee (Print Name)**

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**Employee Signature**

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**Date**

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**Supervisor (Print Name)**

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**Supervisor Signature**

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**Date**

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**Approved June 2012**  
**Revised July 2015**