



Illinois Heartland Library System

Position Description

Position Title: SHARE Bibliographic Services Manager

FLSA: Exempt

Location: Any

Employee Type: Full-time

Pay Type: Salaried

Classification: Library Professional

Salary Grade: 10

Summary:

The SHARE Bibliographic Services Manager is a proactive leader, responsible for coordinating the SHARE cataloging services and database standards on behalf of member libraries. These responsibilities require working collaboratively to manage the automation program. The SHARE Bibliographic Services Manager provides member customer service, coordinates member training, and prepares information on best practices in delivering integrated library services. The SHARE Bibliographic Services Manager participates in establishing goals and objectives for SHARE.

Duties & Responsibilities:

- Manage SHARE Bibliographic Services Department.
- Establish and implement departmental goals, objectives, and procedures.
- Provide information to the SHARE Executive Council, acting as a liaison between members and the system.
- Evaluate services, staffing levels, and software needs to ensure a high level of service and support for the SHARE membership.
- Interpret SHARE membership needs and recommend procedural and policy changes related to Bibliographic Services to achieve best operational functionality of SHARE.
- Promote SHARE and its benefits to potential members; provide information to libraries interested in joining SHARE.
- Hire, train, supervise, and evaluate SHARE Bibliographic Services staff and interns.
- Work with the SHARE Director to develop an annual departmental budget and reports related to SHARE.
- 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, serials, acquisitions, authority control, indexing, and reports.
- Maintain the integrity of the integrated library system through authority control.
- Maintain cataloging statistics, including billing information to report to the IHLS Finance Department.
- Plan and coordinate training needs related to cataloging and technical services of IHLS SHARE staff and staff of SHARE member catalogers, maintaining data for required continuing education.

SHARE Bibliographic Service Manager (continued)

- Perform original and copy cataloging of all formats of library materials to facilitate their identification, access, and use.
- Interpret and apply relevant standards and guidelines, such as Library of Congress Subject Headings, Dewey Decimal Classification, Library of Congress Classification, OCLC's Bibliographic Formats and Standards, and Resource Description and Access (RDA) in cataloging and classifying library materials.
- Consult with members in order to resolve cataloging and database problems.
- 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.
- Demonstrate knowledge of metadata, including various software programs that organize such data, and assist other staff with it.
- Coordinate the transition of new SHARE member libraries, establishing their unique requirements.

Supervised by: SHARE Director

Supervises: Cataloging Supervisors

Minimum Education and Experience:

- MSLIS from an ALA accredited library school and five years of original cataloging experience.
- Experience cataloging in OCLC Connexion and Polaris highly preferred.
- 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:

- Excellent customer service skills.
- Excellent knowledge of standard bibliographic sources, bibliographic form, metadata, and verification tools.
- Broad working knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library cataloging and classification.
- Broad knowledge of integrated library systems and how data integrates between circulation, cataloging, and discovery.
- Broad knowledge of library philosophy and trends in librarianship.
- Good knowledge of business and management principles involved in strategic planning, budgeting, human resources management, leadership techniques, and coordination of people and resources.
- Good knowledge of principles and methods for adult curriculum and training design, teaching and instruction, and evaluation for individuals and groups.
- Excellent oral and written communication skills.
- 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

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representatives, and member libraries.

- Ability to work well as part of a team, including consensus building and group decision making.
- Demonstrated critical thinking and problem-solving abilities.
- Ability to provide accurate and timely information in a language and format that is easily understood by members and colleagues.
- Ability to work in an organization that embraces customer service.
- Ability to use a computer and Microsoft applications such as Word, Excel, and Power Point.
- Ability to be flexible, to use time wisely, and to perform duties in a professional manner.
- Ability and willingness to help others accomplish their objectives.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening, weekend, and on-call 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.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

**Approved June 2012
Revised July 2015**