

MATERIALS MANAGEMENT SUPERVISOR



SAINT PAUL
PUBLIC LIBRARY



JOIN OUR TEAM Saint Paul Public Library seeks a strategic, collaborative Materials Management Supervisor with experience in system-wide collection development and management. If you are a creative, team-oriented professional and passionate about the essential role public libraries play in our communities- today and in the future- Saint Paul Public Library offers you an exciting opportunity.



WE WELCOME ALL PEOPLE TO CONNECT,
LEARN, DISCOVER AND GROW. SPPL.ORG

ABOUT



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ABOUT THIS POSITION

Saint Paul Public Library seeks a strategic, collaborative Materials Management Supervisor with experience in system-wide collection development and management. If you are a creative, team-oriented professional and passionate about the essential role public libraries play in our communities- today and in the future- Saint Paul Public Library offers you an exciting opportunity.

The successful candidate will have a track record in managing library technical services, which include collection development, acquisitions and processing, cataloging, materials receiving, and inter-library loan. You will have outstanding planning and project management skills, the ability to foster an inclusive working environment, and vision that encourages innovative thinking. You will be committed to applying equity principles to the library's collection management and building library services and collections that mirror the rich diversity of our patrons.

We seek an individual who is committed to the mission, vision and values of Saint Paul Public Library, and has a passion for the essential role public libraries play in Saint Paul becoming a city that works for all.

EXAMPLES OF DUTIES

Examples of duties, responsibilities, and specific areas of oversight include, but are not limited to, the following:

Materials Management and Technical Services

- Selects material for the library and manages electronic collections and resources. Identifies electronic and digital content and resources, including research databases and digital web content.
- Creates statistical reports to evaluate collection use, assists in resource allocation and selection decisions, and informs staff and administration.
- Communicates with staff to learn the needs of library users. Monitors patron selections for purchases. Provides resources to the public by adhering to professional collections and publishing industry standards.
- Maintains relationships with resource vendors. Identifies, negotiates, and works with vendors to manage selection, acquisitions, cataloging, and processing/receiving services.

- Establishes, monitors, and maintains physical materials collections using analysis tools and resources to guide the selection and de-selection of materials.
- Keeps abreast of available technologies and formats. Works with the technology department to optimize functionality and access to library materials through automation systems and software applications. Maintains a functional bibliographic and acquisitions database.
- Keeps informed of current trends and issues in urban librarianship and the publishing industry.

Organizational Responsibilities

- Identifies best practices and develops processes and procedures for identifying, selecting, acquiring, receiving, cataloging, and processing all materials system wide, including physical, electronic, and digital content and resources.
- Participates in professional development training and meetings. Serves on system wide and regional teams, including the Metropolitan Library Service Agency (MELSA) E-resources Team.
- Works in cooperation with finance office and library management on the annual materials budget preparation. Prioritizes, allocates, administers, and implements the collections budget.
- Serves on or consults with internal project teams. Works on special projects as assigned and leads process improvement activities.
- Ensures staff are provided training and skills to inform the public about the library's collections and acquisition practices.
- Fosters and maintains collaborative relationships with library branches and staff, to accurately understand their community's service needs. Ensures that policies and procedures are responsive to patron and community needs.

Supervisory Responsibilities

- Hires, directs, supervises, and evaluates a staff of 14.4 FTE in the Materials Management Center. Assigns and monitors workload. Works with staff toward finding innovative solutions for materials management and collection development.
- Directly supervises the Selections Librarian, the Cataloging Librarian, and the Clerical Supervisor.

QUALIFICATIONS



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MINIMUM QUALIFICATIONS

- An American Library Association (ALA) accredited Master's Degree in Library Science;
- Three 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;
- At least one year in a supervisory role.

OR

- 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;
- At least one year in a supervisory role.

DESIRABLE QUALIFICATIONS

Excellent candidates will have two or more of the following qualifications:

- Demonstrated ability to plan, direct, and evaluate the work of technical services staff toward achievement of strategic organizational goals and community impact. Ability to coach, mentor, and help develop staff as organizational leaders.
- Demonstrated ability to connect meaningfully with community members about the library's collections.
- Ability to establish and maintain effective working relationships with library staff, professional organizations, vendors, and other stakeholders.

- Ability to independently set priorities, successfully manage projects, adapt and drive change initiatives, and clearly communicate lessons learned and results.
- Strong interpersonal skills. Ability to move initiatives and projects forward in a collaborative and effective manner.
- Ability to understand and evaluate existing workflows and recommend changes for greater efficiency and effectiveness).
- Ability to lead the organization in adopting relevant new technologies, strategies, and tactics related to the rapidly evolving ecosystem of collection development.
- Demonstrated ability and understanding to use a range of current and modern job-related equipment, computer hardware and software applications, and best practices.

THE PROCESS

Complete an application and submit your resume, cover letter, and three references online at stpaul.gov/jobs. The cover letter should include a description of why you are interested in the position and how your skills make you an excellent candidate.

This position's Class Title in the City's civil service system is Materials Management Supervisor. It is represented by the Saint Paul Supervisors Organization.

Additional information about the City of Saint Paul can be found at www.stpaul.gov. Additional information about Saint Paul Public Library can be found at www.sppl.org.



COMPENSATION AND BENEFITS



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COMPENSATION

The City of Saint Paul offers a generous compensation and benefits package. The salary range for this position is \$74,256.00 - \$102,398.40 annually. Starting salary is dependent upon experience and qualifications.

PAID BENEFITS

- Health Insurance
- Vacation (accrual starting at 15 days per year)
- 10 paid holidays per year
- Sick Leave (accrual starting at 12 days per year)
- Deferred Compensation
- Subsidized Metro Bus Plan

OPTIONAL BENEFITS

- Flexible Spending Accounts
- Dental Plan
- Life Insurance
- Disability Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Care Insurance
- Public Employees Retirement Association PERA (pension plan)
- Public Service Loan Forgiveness Program

Through an endowment that supports professional development for library staff, Saint Paul Public Library provides ongoing opportunities for professional development and learning.

ABOUT THE LIBRARY

Saint Paul Public Library is a department of City government, serving under the direction of Mayor Melvin Carter. The Saint Paul City Council serves as the Library Board.

The following vision, mission, and values guide our library work:

VISION

We imagine a Saint Paul where all people feel seen, safe, and welcome. We imagine a city where libraries bring people together to experience hope, joy, and creativity through learning.

MISSION

We welcome all people to connect, learn, discover and grow.

VALUES

- We believe that learning is a human right.
- We believe in curiosity.
- We believe in connection.
- We believe in the power of belonging.

To learn more about Saint Paul Public Library, the city of Saint Paul, and the Minneapolis-St Paul region, visit sppl.org/working-at-sppl/. We actively work to ensure that all people see themselves and our city's rich diversity reflected in our libraries.

