

## Manager - Collection Management and Access Division

Job Number: 26364

Have you been searching for an opportunity to apply your passion for libraries with your proven leadership and collection management experience in a progressive, dynamic, leading library organization? If your answer is a resounding YES then Edmonton Public Library is the place for you!

As the Manager, Collection Management and Access (CMA), you will be responsible for overseeing centralized EPL-wide collection management, circulation, and materials delivery services. Your expertise in collection development and access policies and procedures will result in library collections that are accessible and responsive to customers' needs. Your excellent communication abilities will be well-utilized in managing vendor service agreements and negotiating changes within the existing agreements, e-resource licensing, and in building working relationships by actively promoting CMA services to internal and external customers.

In this role you will oversee a staff of 33 including the Associate Manager, Collection Management and Access, and the Associate Manager, Circulation and Materials Delivery. Using your outstanding leadership abilities, you will assign and review the work of Division staff, manage staff performance, and foster a positive team environment. The Manager, CMA is responsible for the planning and management of the CMA operating budget and the expenditure of EPL's \$7 million materials budget, which represents over \$9.2 million in total.

A key component of this role is vendor relations in ordering, receiving, cataloguing, and processing of library materials in all formats to ensure effective and efficient practices. You will also undertake EPL-wide projects involving capital projects, managing the floating collection, and collection maintenance and evaluation.

### Qualifications:

- You possess a Master of Library and Information Science degree from an ALA accredited library school.
- You have seven years of progressively responsible professional library experience, including a minimum of five years of leadership, supervisory, and management experience in the area of collection development.
- You have experience in materials selection, acquisitions, electronic ordering, e-resource licensing and management, cataloguing and processing.
- Experience using an ILS system circulation module, including working with and interpreting ILS data. Experience with SirsiDynix Symphony is an asset.
- A demonstrated commitment to customer service and community-led service delivery, an understanding of trends and experience using related technologies in libraries are required.
- Commitment to the CLA Position Statements on [Intellectual Freedom and on Diversity and Inclusion](#) is essential.

**Spread the words.**

**Who we are:** The secret ingredient for making EPL a magical place is no secret at all; in fact, it's very simple: We share. We share stories, ideas and experiences. We share with our customers, our communities, and ourselves. We are Edmonton's largest lender of all manner of information and entertainment.

**Note:** Satisfactory background screening is required for this position which includes a Criminal Record Check/Police Information Check.

**Hours of Work:** 35 hours per week

**Pay Band:** \$104,695 - \$130,869 per annum

**To apply:** For more information about this position and other career opportunities available at the Edmonton Public Library, please visit [epl.ca/careers](http://epl.ca/careers) and apply online. Only candidates who are selected for an interview will be contacted.

**Posting Date:** April 22, 2016

**Closing Date:** May 1, 2016