

Russell County Public Library

Job Classification: Supervisor/Specialist
Full Time, Exempt

Job Title: Collections & Resources Manager

Reports To: Director of Library Services

JOB REQUIREMENTS: Job requirements include completion of requirements for a high school diploma; college degree desirable; or a minimum of five years of library and computer experience acceptable. Experience selecting library materials, working within budgets, working with digital resources, knowledge of local history, promotion of library materials and resources, and basic website knowledge is necessary.

The following knowledge and skills are expected: knowledge of library principles, methods, materials, and practice; familiarity with library automation, Internet use, Microsoft Windows and Office products, computer graphics, ability to develop training programs and public presentations; ability to plan and supervise the work of others; and the ability to speak and write effectively.

The following is also expected of a successful candidate: willingness to attend and participate in seminars and workshops, to take computer technology courses, and to become trained in use of new library systems and resources and software and the use of resourcefulness, initiative, tact, and good judgment.

JOB SUMMARY: This full-time position is responsible for selecting, ordering, and maintaining all physical and digital materials, training staff and patrons on digital materials, and maintaining promotional materials related to library collections and resources. This position may be responsible for supervising staff and assisting patrons in the circulation of materials and reference services.

EVALUATION STANDARDS		
Rating	Performance Level	Definition
5	Exceptional	Greatly Exceeds Requirements
4	Commendable	Performs Beyond Requirements
3	Expected	Meets Requirements
2	Below Standards	Does Not Meet Requirements
1	Unacceptable	Requires Immediate Improvement
Employee Name: _____		
Evaluation Period: _____		
Month Day Year	Month Day Year	

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Digital Asset Management

Maintains and creates content for the website, marketing, and social media channels, promoting library resources and activities.

- a. Creates graphics for print and digital use as needed.
- b. Posts to social media accounts and monitors messages.
- d. Maintains and updates library website.
- e. Maintains library website calendar.
- f. Creates digital display for branches.
- g. Updates outdoor digital sign in Lebanon.
- h. Promotes digital resources.

Reference Responsibilities:

Performs reference duties in a proficient and professional manner.

- a. Assists patrons with requests for information by helping them personally or by referring them to librarian for additional help.
- b. Answers telephone calls– routing calls to appropriate staff member, taking messages, or providing reference assistance.
- c. Assist patron with online (Internet) searches.
- d. Explains and assists with the use of reference tools, the use of the public access catalogs, and the use of the computer programs made available to the public.
- e. Maintains the Local History Collection.

Collection Development

Purchases, Develops and Maintains library collection.

- a. Selects for purchase, physical library items to meet the needs of library patrons.
- b. Selects for purchase, digital library items to meet the needs of library patrons.
- c. Conducts inventory of materials as needed
- d. Conducts weeding of collection routinely.
- e. Promotes physical and digital materials through the website, social media, brochures,
- f. Receives and evaluates donated books and other items. Routes materials to Cataloging or book sale.
- g. Works with the local history collection to make more materials available to patrons physically and digitally.

General Duties

Performs other such duties as necessary or as requested.

- a. Works evening and weekend hours, as needed.
- b. Attends and participates in staff meetings.

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- c. Always works with patrons and other staff in a professional manner.
- d. Attends training and staff development sessions
- e. Maintains current awareness of new developments in public libraries by reading professional literature.
- f. Promptly notifies director of problems, changes, or needs concerning patrons and/or staff in any area of library.
- g. Maintains clean, organized, and safe work environment.
- h. Carries out other duties on occasion, as assigned by the director.

ACKNOWLEDGEMENT

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good-faith compliance with all Library policies and procedures.

By: _____

Date: _____

NOTE: This job description is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned by management as required. Russell County Public Library reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities. This job description does not constitute a written or implied contract of employment.

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OVERALL APPRAISAL OF PERFORMANCE

Exceptional Commendable Expected Below Standards Unacceptable

Evaluator' Comments:

PERFORMANCE PLAN

Goals	Timeframe

Employee's Comments:

Evaluator's Signature: _____
Name Date

Name Date

Employee's Signature: _____
Name Date

