

Director of Collections & Resource Access

The purpose of the Director of Collections & Resource Access is to manage PCCLD materials acquisitions, cataloging, collection development, ILL, and circulation functions to meet the diverse needs and interests of the community and to facilitate ease of access to the collections and services. The work of this position positively impacts circulation and digital use by maintaining a relevant, accessible collection and overseeing collection.

The Director of Collections & Resource Access reports to the Executive Director and serves as a member of the library's senior management team. The position manages employees working in materials acquisitions, cataloging, collection development, collection management, ILS and ILL services.

The position collaborates with PCCLD department managers and executives, and works closely with vendors and outside professionals on public library industry trends and on matters relevant to PCCLD.

This position provides excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

PRIMARY DUTIES AND RESPONSIBILITIES

- Plans, directs and manages the selection, acquisition, cataloging, classification and processing and circulation of all library materials in all formats including supporting courier activities as needed.
- Extracts, analyzes and tracks collection data and statistics; makes decisions regarding collection materials, purchases, maintenance and use for the district. Uses dashboards, predictive planning, and data systems that allow and encourage decisions to be evidence-based and publicly reportable.
- Provides input using statistical data and analysis to selectors to ensure that collections meet the diverse needs of our community.
- Develops and manages the materials budget and expenditures, including overseeing allocations for various titles and formats of materials, approval of payments of all invoices for collection materials, and resolves billing issues with vendors and customers with delinquent accounts.
- Creates financial, statistical and narrative reports concerning relevant library district operations and makes presentations to employees, the Board of Trustees and other groups.
- Stays current on public library trends and Colorado library law, public demand for collection materials, and emerging formats.
- Supports library programming and events by ensuring appropriate collection materials are available for use.
- Ensures equitable device access, reliable connectivity, and wide distribution of technology equipment through device lending and connectivity improvements.
- Works with budgeted resources, grant opportunities, and other means to ensure availability and access to digital resources.
- Oversees the Integrated Library System (ILS).
- Provides administrative oversight for the library's technical services, bibliographic databases, and resource-sharing networks, including maximizing the utilization of the OCLC system to ensure efficient cataloging, interlibrary loan (ILL) operations, and global WorldCat access.

- Possesses professional skills and provides direction in classification and cataloging, acquisition and circulation. Performs original cataloging of library materials to national standards.
- Evaluates and selects vendors, manages vendor contracts, negotiates pricing and evaluates vendor products and performance on an on-going basis.
- Supervises staff, participates in hiring, creates work schedules, communicates clear performance expectations and conducts performance reviews. Develops and monitors work improvement plans as needed. Handles employee relations issues with assistance from the Human Resources Department.
- Leads the district on change initiatives as they relate to collection development, collection management, technical services, the ILS and other access related operations. Provides training to public services staff district-wide to stay current on collection development policies and procedures.
- Gathers information and provides expertise to assist Executive Director in formulating policy in relevant areas of responsibility and as assigned.
- Leads team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.
- Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, mission and vision. Leads regular department meetings, attends All Staff Development Days, and other training sessions as required to stay informed and current on changes to library policies and procedures and information pertinent to PCCLD.
- Reads daily organizational communications from intranet, e-mail, newsletters, telecommunications and print. Stays informed on all Library events throughout the District. Regularly accesses electronic time keeping system, personnel and payroll database and on-line work request system.
- Serves, as directed by the Executive Director, as leader or a member of the committee of librarians seated to review a request for reconsideration of library resources. Activities follow library policy and procedures. This work upholds the ideals of intellectual freedom and the American Library Association Library Bill of Rights.

OTHER DUTIES

- Occasionally is assigned to the role of Person in Charge (PIC) including oversight of safety, security, and library operations.
- May serve on multiple library committees and special projects
- Serves as an organizational culture champion serving on the culture committee or work groups and involved in or leads other culture initiatives.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

Master's Degree in Library Science from accredited university and three years of professional library experience is required. Three (3) or more years of experience with collection development, library technical services, Integrated Library Systems financial and supervisory management is required to ensure the satisfactory performance of the essential job functions.

Knowledge, Skills and Abilities:

- Knowledge of national standards, principles and practices of a multi-branch public library, collection development and technical service functions
- Knowledge and understanding of access versus ownership issues, copyright issues, especially rights regarding electronic resources
- Demonstrated experience with original cataloging and metadata projects
- Financial management skills including planning, purchasing and maintaining accurate records
- Ability to create statistical, analytical, and narrative reports
- Strong presentation skills
- Excellent technology skills with the ability to quickly learn and use collection management software, integrated library systems, artificial intelligence and emerging technology, data collection systems as well as standard office productivity software and hardware
- Supervisory skills with the ability to manage team and individual performance to achieve goals and objectives
- Ability to function under flexible and changing conditions
- Ability to effectively teach and convey technical information to staff and to the public

Physical Requirements: Must be able to move objects weighing up to 50 pounds and push /pull a fully loaded book cart weighing up to 200 pounds.

Other Requirements: Must be able to work a flexible schedule including days, evenings and weekends. Must submit to and successfully pass a criminal background investigation.

Hiring Range: \$74,189 - \$90,882 annual; \$2,853 - \$3,495 bi-weekly

Benefits:

PCCLD offers health insurance including a tele-health service, dental and vision insurance, HSA and FSA plans, employer paid life insurance, and 401(k) and Colorado PERA retirement plans. The library district provides paid leave in the form of 10 paid holidays, vacation, sick, and personal paid time off. Some positions may qualify for the Public Service Loan Forgiveness Program.

Apply: <https://www.pueblolibrary.org/Employment>

Closing Date: Friday, September 18, 2026

As an **Equal Opportunity Employer**, Pueblo City-County Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender orientation, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library district reserves the right to hire more than one person per advertised vacancy.