

# **DISTRIBUTION CENTER MANAGER**

## **(Range 125)**

### **DEFINITION**

Performs a variety of professional and supervisory work in the planning, coordination, and operation of the Distribution Center. Manages District-wide collection maintenance and material movement.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction and supervision from the Access Services Manager.

Exercises general supervision over staff assigned to perform collection maintenance tasks, and direct supervision over assigned subordinate staff.

### **RESPONSIBILITIES:**

**Essential and marginal functions and responsibilities may include, but are not limited to the following:**

1. Oversees and ensures the effectiveness and efficient operation of the Distribution Center, includes the preparation of planning documents as well as day-to-day operations.
2. Manages collection maintenance activities District-wide, to include planning and scheduling collection maintenance tasks, training staff in the use of collection maintenance tools, and developing related guidelines and procedures.
3. Collects, analyzes, and interprets data related to library material usage and relevance and manages District-wide materials movement. Presents data to branch staff and Administration regularly to inform collection related decisions District-wide.
4. Develops procedures and organizes specific aspects of the Distribution Center to include collection maintenance, organization, availability, access to, and distribution of materials housed in the Distribution Center.
5. Directs and supervises subordinate staff to include hiring, scheduling, training, working to correct deficiencies, disciplining, and completing employee performance evaluations.
6. Directs and prioritizes the work of subordinate staff.
7. Develops strong working relationships and works closely with District-wide staff to strengthen, maintain and maximize use of the Distribution Center collection.
8. Performs collection development activities including weeding, review of incoming items, and ongoing evaluation of the Distribution Center's collection to ensure its continued relevance and usability.
9. Keeps abreast of library materials needs, trends, and issues that impact collection development District-wide.

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10. Prepares planning documents in support of library initiatives including developing goals, objectives and measurements; and compiles, interprets, evaluates and reports data.
11. Prepares, submits and summarizes various routine and non-routine reports.
12. Interprets and explains Library District policies and procedures.
13. Interacts extensively in person, over the telephone and via email with District-wide staff and management as well as other libraries.
14. Responds to public and staff inquiries and complaints in a courteous and timely manner.
15. Resolves a wide-range of routine and non-routine issues and difficult situations.
16. Performs shelf checks to ensure continuing physical maintenance and proper location of Distribution Center materials.
15. Utilizes personal computers, integrated library systems, the Internet, e-mail, and on-line tools and resources.
16. Operates Automated Materials Handling system.
17. Operates library and basic office equipment including but not limited to: copy machine, telephone, and facsimile machine.
18. Maintains a safe environment for staff.
19. Attends or conducts staff and other miscellaneous meetings and training sessions at meeting sites within the Library District.
20. Maintains positive communication between branch staff, other departments and Library District Administration.

**Marginal Functions:**

1. Lifts, pulls, and pushes bins, boxes and carts of materials in a warehouse setting.
2. Participates in committee work as needed.
3. Participates on interview panels.
4. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Collection development principles, practices, and techniques.
2. Current literature, trends, and developments in the field of library science.

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3. Integrated library system records and functionality.
4. Effective supervisory techniques and practices.
5. Integrated library systems, on-line tools and resources, and the Internet.
6. Library District policies and procedures.
7. Library District terminology and functions.
8. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Establish and maintain effective working relationships with those contacted during the course of work.
2. Plan, organize, and review the work of staff and unit programs for efficient results and accuracy, and direct the work of a limited group of subordinates for accurate, efficient results.
3. Exercise good judgment and make sound decisions.
4. Accept and manage change and maintain flexibility.
5. Work independently and as part of a team.
6. Understand and follow oral and written instructions.
7. Plan, organize, and conduct meetings.
8. Communicate clearly and concisely, both orally and in writing.
9. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
10. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

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**Skilled in:**

1. Written and oral communications for effective expression of ideas and clarity in assigning tasks.
2. Use of personal computers, associated software, and integrated library systems equipment, including Automated Materials Handling system.
3. Use of library and general office equipment.

**Training and Experience:**

Master's Degree in Library Science from a college or university accredited by the American Library Association required. Experience in collection management, demonstrated ability to implement strategic library service objectives with measurable outcomes, effectively supervise and motivate subordinate staff, and develop and maintain positive relationships with District-wide staff and management required.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking; frequent light lifting (5 - 10 pounds); occasional moderate lifting (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, color perception, and oral communications ability.

**License, Certificate, or Special Requirements:**

Possess or have the ability to obtain, a valid Nevada Driver's License at the time of hire required.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

<b>FLSA:</b>	<b>EXEMPT</b>
<b>CBA:</b>	<b>SUPERVISOR I</b>
<b>DEVELOPED:</b>	<b>FEBRUARY 21, 2018</b>
<b>REVISED:</b>	<b>SEPTEMBER 18, 2021</b>