

The Westport Library...

Position: Manager, Materials Management

What a great time to join the team at the Westport (CT) Library! You have an opportunity to join a team that is transforming the Library to meet the evolving needs of our community and delivering convenient, continuous, innovative, customer-focused service. If you are a visionary who values responsive, personal service, and views the Library as the platform for community innovation and learning, we would love to hear from you.

The Manager, Materials Management will have demonstrated successful professional experience providing leadership and oversight of all aspects of Materials Management including the ILS, materials acquisition, cataloging, and metadata management. He/she will have strong organizational, project management and budget management experience plus creative problem-solving ability with both an appreciation for the big picture and attention to detail.

Primary responsibilities include supervising the Materials Management department and working with vendors and staff on the purchasing, pre-processing, receiving and cataloging of materials in all formats plus resolving processing workflow problems and managing the resolution of technical issues which arise with the Library's Integrated Library System (ILS).

A Degree in Library Science highly desired. Expert knowledge of the ILS (ideally Polaris) and its modules (acquisitions; serials; cataloging; circulation; ILL; and on-line public access.) and an awareness of current practices, standards, research, and trends in cataloging/metadata management, e-resources, serials, acquisitions, and information technology plus good communication skills verbally and in writing required.

If this position is in line with your skills and interests, we would love to hear from you. Please send your resume and cover letter to jobs@westportlibrary.org and include the title of the position in the subject line of your e-mail.