



**POSITION OPEN:** Head of Materials Management

**DATE AVAILABLE:** April 22, 2024

**SALARY RANGE:** Starts at \$87,809

**CLASSIFICATION RANGE:** 8

---

Founded in 1877, and incorporated as an association library in 1880, The Ferguson Library is Stamford's public library. With major annual funding from the city, it operates a Main Library downtown, three neighborhood branches, and a bookmobile.

The library is seeking to fill the full-time position of Head of the Materials Management Department, which comprises the functions of circulation, cataloging and acquisitions, in the Main Library-DiMatta Building. The successful candidate will have outstanding customer service skills, strong oral and written communication skills, knowledge of acquisitions and cataloging practices, supervisory experience and proficiency with Sierra, the library's ILS.

The Ferguson Library is striving to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives through education, resources and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

#### **DUTIES INCLUDE:**

1. Training, supervising, motivating, and evaluating the work of the materials management staff in accordance with library policies, procedures, and performance standards.
2. Providing direct service to the public at the Circulation Desk. Resolving circulation problems and explaining circulation policies to the public.
3. Overseeing daily operations of the Linked Libraries program.
4. Assisting with the maintenance of the integrated library system including, but not limited to maintaining and updating the system's circulation policy settings and data tables; updating text on notices; batch uploading student records; and assisting cataloging staff with database clean-up.
5. Supporting the setup and implementation of third-party vendor services for member libraries; coordinates patron authentication via SIP2 and API as needed.
6. Serving on the library's leadership team. Participating in developing library goals, policies and procedures, particularly as they relate to circulation services.
7. Assisting the library's IT team with strategic planning for library technology needs.
8. Making work schedules and processing the weekly time sheets for department employees, both full and part time
9. Providing monthly reports, including statistical reports and analyses, of circulation activity, interlibrary loans and updates from our collection agency.

10. Attending conferences, workshops, and meetings for professional development. Stay informed about AI technologies relevant to library services and exploring AI-driven solutions for enhancing user experience.

## **QUALIFICATIONS**

1. Masters Degree in Library Science or Information Science, or an equivalent combination of education and training preferred; plus a minimum of three to five years' progressive library experience, with at least two in a supervisory role
2. Knowledge of library services and processes in the areas of circulation, interlibrary loan, patron privacy, acquisitions and cataloging.
3. Knowledge of ILS systems; in-depth experience with Innovative Interface's Sierra highly desirable.
4. Working knowledge of MS Office Suite programs, with intermediate to advanced skills in Excel.
5. Excellent interpersonal skills and customer service skills.
6. Strong analytical and problem-solving skills.
7. Ability to quickly learn and adopt new technologies.

If you are interested in being considered for this position, please submit a resume and cover letter by email to the Director of Human Resources, at [apply@fergusonlibrary.org](mailto:apply@fergusonlibrary.org) with the job title in the subject line. This position will remain open until filled.