

**YPSILANTI DISTRICT LIBRARY**  
**Job Posting: Head Librarian – Acquisitions Services**  
**(Full Time/40 hours per week, Non-Union)**

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**Date:** March 15, 2023

The Ypsilanti District Library seeks a dependable and organized librarian with supervisory and cataloging experience to lead our Acquisitions Services team. The position offers exciting challenges, as YDL intends to select and migrate to a new integrated library system in 2023. Acquisitions Services work spaces, renovated in 2022, are located at YDL-Whittaker.

**Nature of Work/Responsibilities:** Under the supervision of the Assistant Director, the Acquisitions Services Head plans and directs the ordering, cataloging, processing, and payment of library materials using the automated library system. Supervising a staff currently comprised of 2.5 FTE Clerk II positions, the Head coordinates a smooth workflow of placing orders, receiving and checking in new materials, cataloging materials and making them shelf-ready. Duties include:

- Supervises the day-to-day operation of the Acquisitions Department, including development and administration of its budget
- Communicates effectively and provides active supervision of department staff, including scheduling, training, conflict resolution and performance appraisal
- Serves on the library's management team and actively participates in system-wide planning
- Implements cataloging standards
- Oversees serials management, orders materials processing supplies, and works effectively with vendors
- Manages invoicing and collection budget using the ILS Acquisitions module
- Responsible for district-wide ILL requests via MelCat
- Collaborates with public service departments to introduce new collections and manage upgrades
- Compiles statistics necessary to evaluate the department's activities; prepares reports as requested
- Fills in at public service desks when necessary to ensure excellent service
- Other duties as assigned

**Qualifications and Necessary Knowledge, Skills, and Abilities:**

- Master's Degree in Library Science or equivalent from an ALA-accredited institution.
- Minimum three years progressively responsible professional public library experience.
- Previous supervisory experience directing workflow, developing procedures, and coordinating departmental operations
- Financial management experience preferred
- Ability to think analytically and develop new systems and procedures
- Ability to motivate staff and establish/maintain effective working relationships with colleagues, supervisors, vendors, and the public

- Advanced computer literacy and thorough knowledge of automated library systems; previous migration experience a plus
- Ability to prepare comprehensive reports and present ideas clearly and concisely in oral and written form
- Knowledge of MARC and RDA standards
- Ability to make administrative decisions and interpret library policies
- Demonstrated ability to work independently, organize work, and set priorities
- Positive public service attitude

**Salary/ Benefits:** \$63,700-\$80,000 annual salary. YDL offers a comprehensive benefits package including generous paid time off, 12 paid holidays, family health/vision/dental insurance, and contribution to a MERS retirement plan.

**To apply,** send resume, cover letter, and completed application form (available online at [www.ypsilibrary.org](http://www.ypsilibrary.org)) by Friday, April 7, to:

Human Resources  
Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, Michigan 48197

or [lisa@ypsilibrary.org](mailto:lisa@ypsilibrary.org)

*The Ypsilanti District Library is committed to creating and sustaining a diverse workforce, and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, or age. YDL has an internal workgroup dedicated to equity, diversity, and inclusion, with the goal of a diverse workforce that is representative at all job levels, of the citizens we serve, to support a more equitable future for all.*