

JOB BANK ENTRY—FULL TIME

IMS ADMINISTRATOR / COLLECTION DEVELOPMENT MANAGER / CENTRAL LIBRARY/BIRMINGHAM PUBLIC LIBRARY SYSTEM

Opens: 01/20/2026 Closes: 02/05/2026

DESCRIPTION

Oversees, plans, and coordinates the operations of the Collection Management Division, which includes the following departments: Acquisitions, Cataloging, Books-By-Mail, and Interlibrary Loan. Responsibilities include supervising senior staff, conducting personnel functions, and recommending policies and procedures to optimize service delivery and efficiency.

Develops and manages the system-wide operational budget for all library materials, ensuring responsible allocation of resources in alignment with strategic goals.

Collaborates with departments including Media Communications, Information Technology, Southern History, and Archives on projects related to digitization, materials preservation, software and database development, website enhancements, and social media engagement for the Birmingham Public Library System.

EXAMPLES OF DUTIES

- This position reports to the Executive Director.
- Manages Collection Development and the budgets for the Central Library and the branch locations.
- Meets and negotiates with book and non-book library information and materials vendors to receive the best price for materials purchased.
- Administers, plans, and coordinates operations of the Acquisitions, Catalog, Books-By-Mail, and Interlibrary Loan Departments.
- Coordinates and supports operations with external departments - Media Communications, Information Technology, Southern History, and Archives.
- Develops, coordinates, and interprets policies and procedures for assigned departments; prepares operational budget recommendations, monitors expenditures and revenues.
- Performs all phases of personnel functions for assigned staff, including interviewing, hiring, recommending promotions and merit increases, and maintaining appropriate personnel records.
- Directly supervises department heads to include training, monitoring, and evaluating work.
- Provides support and guidance in performing day-to-day personnel and operational functions.
- Attends various administrative meetings to recommend new policies and procedures, discuss operational or personnel problems, and implement new practices for improving library operations and services.
- Conducts staff meetings to implement new policies and procedures and resolve operational problems.
- Conducts regularly-scheduled training programs for staff development.

- Performs various public relations functions, including developing and initiating programs to promote the library; represents the library in outside agencies and organizations.
- Prepares various reports, documents, and correspondence and maintains adequate records and files.
- Manages the acquisition, access, and maintenance of digital resources, including ebooks, audiobooks, online databases, electronic resources, and streaming media.
- Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of principles, practices and policies relevant to library operation and personnel administration.
- Outstanding management skills.
- Current knowledge of relevant and emerging issues, including involvement with local and state library associations.
- Excellent interpersonal skills and creative problem-solving ability and ability to use these in responding to inquiries and complaints.
- The ability to lead effectively, by example, inspire staff and promote enthusiastic teamwork and collaboration throughout the system.
- Skill in directing, planning and evaluating library operations and staff to resolve problems and improve library services to the public.
- Skill in coordinating various projects and delegating responsibilities appropriately.
- Exceptional written and oral communication skills, including public speaking.
- Knowledge of and proven experience applying effective management practices and principles in a public library setting including personnel administration, budget development, financial management, strategic planning and project management.
- Knowledge and skill in operating computers and general office software such as Microsoft Office applications and understanding of and experience in library automation preferably Innovative Interfaces.
- Knowledge of library cataloging principles.
- Knowledge of library acquisitions principles.
- Ability to coordinate and work closely with other library departments, particularly the Media Communications, Information Technology, Southern History, and Archives departments.
- Knowledge of accounting principles.
- Knowledge of digital resource management.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and the ability to understand information from microforms and PC monitors and the manual dexterity necessary for the regular use of PCs; ability to maneuver loaded books trucks weighing at least 100 pounds; ability to stoop, twist, turn, and move materials from place to place in the library; ability to lift moderate weight of up to 50 pounds is required. Must work nights and weekends as required.

MINIMUM QUALIFICATIONS

Graduation from a graduate library school program accredited by the American Library Association and seven years of professional level librarian work including three years of management/supervisory experience. Must be able to satisfy the WORK ENVIRONMENT / PHYSICAL REQUIREMENTS stated above. Background check is required. The applicant must have a valid Alabama driver's license and be able to safely operate library vehicles as needed.

HOURS, PAY AND BENEFITS

This job position includes morning, afternoon, evening, and weekend hours, including Sundays. Employees may be required to adapt to future schedule and location changes depending on library needs. The City of Birmingham offers a competitive compensation and benefits package, including:

- 80 hours biweekly, Grade 29 - Salary: \$70,012.80-\$85,092.80 (starting salary is commensurate with education and experience)
- A City-sponsored pension retirement plan. The City of Birmingham provides a Tier 3 "defined benefit" plan where employee retirement payments are computed using a formula that considers several factors, such as length of employment and salary history.
- Excellent medical insurance with employee monthly contribution as low as \$32.50/month
- Dental insurance
- Vision insurance
- Behavioral health plan
- Group Term Life & AD&D Insurance, Voluntary Term Life & AD&D, Whole Life Insurance, and Short-term Disability options
- Paid vacation and sick leave
- Generous holiday schedule
- Membership and admission benefits for City attractions such as the Birmingham Zoo, Birmingham Museum of Art, Southern Museum of Flight, and more.

METHOD OF APPOINTMENT

Applicants must contact the Alabama Career Center (<https://joblink.alabama.gov/ada/>) for an application. A resume and college transcript must be submitted with application. The application will be forwarded to the Birmingham Public Library Personnel Officer. Library employees need not go through the Alabama Career Center but can submit applications directly to the Library Personnel Office. Qualified applicants may be contacted for an interview. You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library. Background check is required. Position available immediately.

This job description should not be interpreted as all inclusive. It is intended to identify the

major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.