

## Job Description

# Collection Development Librarian

---

<b>Name:</b>		<b>Department:</b>	Collection Services
<b>Pay Grade:</b>	E	<b>FLSA Code:</b>	Non-exempt
<b>Reports To:</b>	Head of Collection Services	<b>Typical Schedule:</b>	Weekdays; evenings and weekends as assigned
<b>Last Updated By:</b>	Donna Dunn	<b>Date:</b>	7/5/2017

---

## Job Summary

The Collection Development Librarian selects, evaluates, and maintains materials for multiple library collections, and oversees collection maintenance in collaboration with other library departments.

This position does not have any supervisory responsibilities.

## Essential Functions & Responsibilities

### Primary

- Performs collection development, evaluation, and maintenance within assigned collection areas
- Uses online vendor selection and ordering tools, print review, and other media sources to make purchasing decisions
- Tracks material budget spending
- Creates and analyzes collection use reports
- Participates in materials budget and space allocation planning
- Keeps current on trends affecting all collections
- Provides staff training on ordering and collection management tools
- Offers input for addressing inter- and intradepartmental issues related to collection development
- Assists in evaluating and recommending new technologies in the area of collection development
- Makes collection decisions in the absence of the Head of Collection Services
- Works at the reference desk, as scheduled
- Attends scheduled meetings and training, as required
- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times

## Secondary

- Participates in professional development and continuing education, as appropriate
- Keeps current on trends and issues in library practices and philosophy
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

## Education Requirements

*The minimum level of formal education required to perform this job is checked.*

- |   |  |
|---|--|
| <input type="checkbox"/> Some high school           | <input type="checkbox"/> Bachelor's Degree               |
| <input type="checkbox"/> High school diploma or GED | <input checked="" type="checkbox"/> Master's Degree/MLIS |
| <input type="checkbox"/> Associate's Degree         | <input type="checkbox"/> Other:                          |

## Training, Skills, Knowledge, and/or Experience

### Required

- Minimum of two (2) years of successful library experience
- Demonstrated knowledge of collection development
- Excellent written and verbal communication skills
- Ability to effectively provide reference assistance and instruction services
- Strong technology skills to include: ILS, Microsoft Windows and Office applications, Google Suite applications, and online selection/ordering tools
- Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as part of a team
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

### Preferred

- Working knowledge of Sirsi/Dynix Horizon ILS
- Working knowledge of collectionHQ software
- Successful employment experience in a public library

## Physical Requirements

	<b>Constantly</b> ( $\frac{2}{3}$ or more of the time)	<b>Frequently</b> ( $\frac{1}{3}$ - $\frac{2}{3}$ of the time)	<b>Occasionally</b> ( $\frac{1}{3}$ or less of the time)
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/carrying/moving (up to 50 pounds)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading/analyzing/interpreting data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing/working at a computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

## Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.



## Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.



Employee Signature

Date

