

CLASSIFICATION: 15

POSITION TITLE: Adult Collection Development Librarian
Youth Collection Development Librarian

GENERAL PURPOSE:

Exercises professional judgment to identify, evaluate and select adult or youth library materials in multiple formats for the District.

POSITION SUMMARY:

Under direction of the Collection Services Manager, performs professional-level work to identify, evaluate and select adult or youth library materials in multiple formats for the District's ten branches of varying size and community character. Purchases materials according to established policies, procedures and guidelines. Collaborates with branch staff to respond to resource or community library needs and interests. Recommends budget allocations for adult or youth materials and monitors expenses. Provides direction and support to branch staff in their implementation of the weeding schedule and guidelines. May generate and maintain identified Web site and social media resources.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for adult or youth collection development, maintenance and evaluation following established guidelines. Makes selection decisions for adult or youth materials in multiple formats. Participates in determining annual budget allocations for adult or youth materials; responsible for tracking budget through provided reports and making necessary adjustments.

Utilizes online vendor selection and ordering tools, print review and other media sources to make purchase decisions. Researches, evaluates and recommends online fee-based databases for integration into the District's Web site.

Exercises professional judgment to: (1) anticipate demand; (2) address customer and staff requests; and (3) analyze, identify and respond to collection needs. Uses statistical data, reports, WorldCat and other tools to assess usage and popularity of library materials. Evaluates gift and donated items in multiple formats for possible addition to the collection.

Provides back up to the other collection development librarian as needed. Works collaboratively with regional Adult/Youth Services managers on collection development and maintenance issues. Assists and/or provides direction to branch staff in weeding and collection maintenance activities.

May coordinate with Adult/Youth Services managers to generate program-related booklists and/or new booklist content for staff or public use; may serve on the District social media team.

On a rotational basis, makes monthly branch site visit to: (1) discuss collection needs with branch staff; (2) review and assess collections; and (3) provide weeding direction or assistance as needed.

Meets with vendors and sales representatives to review products and services.

Keeps current on trends affecting adult or youth collections and services and advises the Collection Services Manager accordingly.

May serve on District-wide committees.

Attends work on a regular and dependable basis.

Hear, see, speak and listen to individuals to work with staff, customers and vendors.

Reads materials in print or electronic format.

Interacts in a professional and respectful manner with Collection Services co-workers and District staff, customers and vendors.

OTHER JOB FUNCTIONS: Performs other tasks as assigned.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Fundamental principles and practices of collection development and maintenance;
- Principles of intellectual freedom and open access;
- The publishing industry and popular fiction and nonfiction in multiple formats;
- Principles and practices of quality customer service;
- Computer systems and associated software, Integrated Library System, Internet and Web resources.

Ability to:

- Work effectively with coworkers and other District staff in a cooperative and respectful manner;
- Provide quality customer service;
- Accept and follow instruction, set priorities, handle details and multi-task;
- Use initiative, problem-solving skills and judgment;
- Communicate effectively both verbally and in writing;
- Use computer systems, monitor, keyboard, mouse and various software programs; understand and use Web resources;
- Prioritize tasks, meet deadlines, work accurately and maintain confidentiality;
- Read materials in print and electronic format;
- Travel to District library branches using own transportation;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

Persons applying for a position of this class should have:

MLS or equivalent and the Professional Librarian's Certificate issued by the Washington State Library (or its predecessor), as required by RCW 27.04.055.

Three years recent library experience including two years professional-level experience identifying, evaluating and selecting adult or youth materials in multiple formats, public library experience preferred. Similar experience in a related industry may be considered. (Examples of related industry experience include buyer for a general bookstore, library marketer for a publishing company, or library materials vendor/sales representative.) Working knowledge of personal computers and associated software, Microsoft Office preferred; ILS experience preferred. Ability to use Web-based documents and Web applications, including social media, required.

OR any equivalent combination of education, training and experience that ensures satisfactory performance of the essential job functions.

Should be able to successfully pass a background check.

Read and use English and understand numbers.

Valid driver's license and normal risk insurability preferred.

TOOLS AND EQUIPMENT USED:

Personal computer, including keyboard, mouse, computer monitor and specialized software; Integrated Library System; Internet; and other standard office equipment.

May use or be exposed to common off-the-shelf products to clean and process library materials and surfaces.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in an office/library environment while sitting at a desk or computer terminal for extended periods of time. Duties require use of a computer monitor, mouse and keyboard, manual dexterity, clear speech, and visual and hearing acuity to successfully interact with co-workers, vendors and customers. Occasional periods of pulling/pushing items, and/or lifting/carrying items up to 40 pounds, reaching with hands and arms, stooping, bending or kneeling are encountered. Vision requirements include close vision and ability to adjust focus. Interactions with others, and/or ongoing activity levels, may result in low to moderate stress. The noise level is usually moderate. May be exposed to dust, fumes and/or odors on a recurring basis. Ability to transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Exempt (Full-time); Salary Range: E15.

Originated: 05/10/05

Revised: 02/11/10; 01/05/12; Job Code revised 04/25/12