

Position Title	Collection Development Librarian		
Working Title	Collection Development Librarian – Youth Collection Development Librarian - Adult		
FLSA Status	Exempt	Payroll Code	1581 (Youth) 1585 (Adult)
Salary Band	MP4	Revised	09/2021

General Purpose

Working independently with minimal guidance, this position exercises professional judgment to identify, evaluate and select library materials in multiple formats for the District.

Illustrative Examples of Duties and Responsibilities

Responsible for adult or youth collection development, maintenance and evaluation following established guidelines. Meets with vendors and sales representatives to review products and services.

Participates in determining annual budget allocations for District materials; responsible for tracking budget through provided reports, approves expenditures, and makes necessary adjustments.

Utilizes online vendor selection and ordering tools, print review and other media sources to make purchase decisions. Researches, evaluates, selects, and recommends purchases of digital and other electronic content, emerging technologies, and new formats.

Exercises professional judgment to anticipate demand; address customer and staff requests, and 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.

Works collaboratively with the District's Public Services Managers, Operations Manager, and/or Managing Librarians on collection development and maintenance issues.

Interviews, hires, supervises and evaluates assigned staff; identifies training needs, recommends, and/or provides staff training to meet identified needs.

May facilitate creation of local web content, social media content, and/or programs with community organizations, community members and staff.

Collaborates with library staff to respond to specific resource or community needs and interests. Provides direction and support to library staff in their implementation of the weeding schedule and guidelines.

Keeps current on trends affecting library collections and services; advises the Collection Services Director accordingly.

Provides backup to other Collection Development Librarian(s) as needed.

May perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other related tasks as assigned.

The duties listed above are intended only as illustrations of the 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.

Supervision

Reports to:	Collection Services Director
May supervise:	Collection Services Associate – Selection Support Collection Services Associate – Interlibrary Loan

Minimum Qualifications

Required	Master's Degree in Library & Information Services
	Professional Librarian's Certificate issued by the Washington State Library, as required by RCW 27.04.055.

The ideal candidate will have the above requirements as well as three years recent library experience, including two years professional-level experience in collection development and one year of supervisory experience.

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

Necessary Knowledge, Skills & Abilities

Knowledge of	Fundamental principles and practices of collection development and maintenance.
	Principles of intellectual freedom and open access.
	Principles and practices of supervision.
Skill in	Use of Microsoft Office and other software applications.
Ability to	Communicate effectively both verbally and in writing.
	Prioritize tasks, meet deadlines, work accurately and maintain confidentiality.
	Consistently demonstrate quality customer service behavior(s).
	Interact in a professional and respectful manner with District staff and the public.
	Maintain confidentiality of customer information.
	Establish and maintain effective working relationships in a team environment.
	Use initiative, problem-solving skills, and sound judgment.

Work Environment

Work is performed in an office environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.

Eligible for remote work.

Physical Demands

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck.

May be required to perform duties outdoors, in various weather conditions.

Special Requirements

Subject to background check, per policy

Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.

Must be able to travel to various locations to perform work, and/or attend work-related meetings, workshops or conferences.

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.