

Position Title	Collection Development Librarian		
Working Title	Collection Development Librarian – Youth Collection Development Librarian - Adult		
FLSA Status	Exempt	Job Code	1581 (Youth) 1585 (Adult)
Salary Band	MP4	Revised	1/2019

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 the other Collection Development Librarian as needed.

Performs other related tasks as assigned.



www.sclld.org
Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250
Argonne Library
509.893.8260

Cheney Library
509.893.8280
Deer Park Library
509.893.8300

Fairfield Library
509.893.8320
Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340
North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390
Spokane Valley Library
509.893.8400

Supervision

Reports to: Collection Services Director

Supervises: Collection Services Associate – Selection Support

Minimum Qualifications

Required

- 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.

Preferred

- Three years recent library experience including two years professional-level experience identifying, evaluating and selecting adult or youth materials in all formats, public library experience. Similar experience in a related industry may be considered.
- One year 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.
- The publishing industry and popular fiction and nonfiction in multiple formats.
- Principles and practices of supervision.

Skill in

- Use of personal computer and Microsoft Office applications, Integrated Library System, Internet resources.
- Use of social media

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 member information.
- Establish and maintain effective working relationships in a team environment.
- Use initiative, problem-solving skills, and sound judgment.



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Work Environment/Physical Demands

Work is performed in an office/library environment while sitting at a desk or computer terminal for extended periods of time. Interactions with others, and/or ongoing activity levels, may result in low to moderate stress. The noise level is usually moderate.

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.

Special Requirements

- Criminal background check required.
- 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 other locations to perform work, and/or attend work-related meetings, workshops or conferences.

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.

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.



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