

Position Title	Collection Services Associate – Selection Support		
Working Title			
FLSA Status	Eligible	Job Code	0800
Salary Band	A3	Revision Date	1/2019

### General Purpose

Working under moderate supervision, within established procedures, this position provides purchasing, collection management, and administrative support to the Collection Services (CS) Director, and Collection Development Librarians.

### Illustrative Examples of Duties and Responsibilities

Verifies bibliographic information on materials to be ordered.

Prepares orders; determines appropriate vendor based on established criteria; coordinates with Collection Services staff to complete the materials ordering process; places holds; arranges and monitors standing order plans.

Initiates the reorder of materials or cancels orders as appropriate. Coordinates the ordering of replacement components for lost or damaged non-print library materials.

Assists in collection maintenance; reviews materials for genre designation; assigns or makes changes from problem slips as needed; receives gift materials and prepares paperwork; calls in materials selected for cataloging changes or withdrawal; run holds ratio reports.

Provides project support as assigned by Collection Development Librarians.

Provides administrative support to the Collection Services Director and the Collection Development Librarians; maintains files and records; may schedule meetings or coordinate special events; manages communication with customers, staff and vendors.

Attends CS vendor meetings; manages staff access to CS vendor websites.

Coordinates the District's magazine subscription renewals.

May select titles and compose annotations for booklists.

Performs other related tasks as assigned.

### Supervision

Reports to: Collection Development Librarian

Supervises: n/a



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

## Minimum Qualifications

### Required

- Associate's degree
- Two years clerical or administrative support experience
- One year recent library experience

### Preferred

- n/a

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

## Necessary Knowledge, Skills & Abilities

### Knowledge of

- General office procedures and practices.

### Skill in

- Microsoft Office applications, Integrated Library System, and the Internet.
- Sustained and consistent attention to fine detail.

### Ability to

- Communicate effectively with staff and others, both orally and in writing
- Consistently demonstrate effective 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 quickly and accurately; follow directions; meet deadlines.

## Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting/standing at a desk for extended periods of time. This position requires frequent contact with staff and vendors. Multiple interruptions, troubleshooting, and solving problems requiring research and interpretation are illustrative of the environmental requirements of the position.

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 hand truck.



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## Special Requirements

- Criminal background check required.
- Must have valid driver's license and required 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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