

Position Title	Collection Services Associate – Selection Support		
Working Title			
FLSA Status	Eligible	Job Code	0800
Salary Band	A3	Revision Date	01/2022

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.

May clean and disinfect work and public areas.

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 Development Librarian
Supervises	N/A

Qualifications

The ideal candidate will have two years of clerical or administrative support experience and recent public library experience.

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

Necessary Knowledge, Skills & Abilities

Knowledge of	Alphabetic, numeric and/or alphanumeric order
	General office procedures and practices
	Library services and resources.
Skill in	Use of Microsoft Office and other software applications
Ability to	Pay sustained and consistent attention to fine detail
	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

Work is performed primarily in an office environment. The noise level is usually quiet to moderate.

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

Remote Work

Not eligible for remote work

Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch for extended periods of time; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

May occasionally be required to push and/or pull objects weighing up to 200 pounds on a wheeled cart.

Special Requirements

Background check required, per policy.

Must have valid driver's license and required 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.