

Description Number	032.185
Position Title	Collection Development Librarian
Salary Grade	18
FLSA Classification	Exempt
Reports to	Director of Collection Services
Revision Date	05/31/2018

Position Summary

The Collection Development Librarian has responsibility for collection development functions including selecting, overseeing and systematic weeding of the collection for all branch locations. The Collection Development Librarian works cooperatively with library managers and community members to identify the needs of the staff and public and develops plans to meet those needs. Assignments are given in broad terms of general objectives and the work is performed with independent judgement and initiative.

Essential Functions

1. Works with the Collection Services Group, District Managers, and other Public Service staff to respond to the needs of the customers.
2. Coordinate the development of a balanced collection for the District.
3. Monitor collection usage; identify high usage items that may need to be replaced; identify items for withdrawal or removal; organize systematic weeding projects for the District.
4. Evaluate and respond to customer purchase suggestions.
5. Coordinate gift materials and recommend inclusion in District collections.
6. Recommend policies and procedures that impact the collection
7. Work closely with District staff to promote usage of our collections
8. Communicate effectively with all branches and departments on collection development issues.
9. Attend administrative meetings or Board meetings, as needed.
10. Participate in community outreach events, as needed.

Duties

1. Under the direction of the Director of Collection Services, assist with developing the annual materials budget.
2. Purchase materials that meet customer needs while adhering to the SCCCLD collection guidelines and the approved materials budget lines.
3. Stay current on the popular reading and research needs of library customers.
4. Actively monitor collection development and readers advisory trends.
5. Track data and trends through various statistics, programs, and software in order to understand community's collection needs.
6. Work collaboratively with staff members to solve problems within collection development.
7. Participate on special project teams focused on system-wide goals and programs.
8. Participate in professional development and continuing education activities, including ongoing review of professional literature.
9. Carry out duties in accordance with the District's Code of Ethics.

Skills

1. Knowledge of collection management software and vendor websites
2. Excellent verbal and written communication skills.
3. Proficiency with Microsoft Office suite, Google tools or other general office software.
4. Strong technology skills, including the ability to learn new and changing technologies and to problem solve using a variety of software and systems.
5. Ability to create and present basic training sessions on collection development for staff.
6. Ability to interact pleasantly and positively with customers and staff, and work effectively as part of a team.

Essential Physical Abilities

Accomplished with or without reasonable accommodation

1. Ability to sit for long periods of time.
2. Sufficient clarity of speech and hearing to communicate well with staff and customers.
3. Sufficient vision to review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
4. Sufficient personal mobility to attend meetings at various locations within the District

Education and experience

1. Master's in Library Science from an ALA accredited program required.
2. One (1) year related experience in preferably in collection services.
3. Public Library experience preferred.

The job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the Library.