

Spokane County Library District

**CLASSIFICATION: E15**

**POSITION TITLE:**

Adult or Youth Collection Development Librarian

**GENERAL PURPOSE:**

Exercises professional judgment to identify, evaluate and select adult or youth library materials in multiple formats for the District.

**ILLUSTRATIVE EXAMPLES OF ESSENTIAL 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. Performs professional-level work to identify, evaluate and select adult or youth library materials in multiple formats for the District's ten libraries of varying size and community character.

Participates in determining annual budget allocations for adult or youth 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 member 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.

Provides backup to the other collection development librarian as needed. Works collaboratively with the District's Library Services Managers and/or Managing Librarians on collection development and maintenance issues.

Selects, supervises and evaluates the Collection Services Specialist; 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 the community 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 adult or youth collections and services; advises the Deputy Director, Collection Services, accordingly.

May serve on District-wide committees.

Performs other tasks as assigned.

Attends work on a regular and dependable basis.

**SUPERVISION:**

This position reports to the Deputy Director, Collection Services. Supervises Collection Services Specialist.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

*Candidates selected for employment must satisfactorily demonstrate the following knowledge, skills and abilities during a prescribed trial period, and afterwards, for continued employment.*

**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 computer systems and associated software, Integrated Library System, Internet and Web resources.

**Ability to:**

- Work effectively with co-workers and other District staff in a cooperative and respectful manner.
- Communicate effectively both verbally and in writing.
- Prioritize tasks, meet deadlines, work accurately and maintain confidentiality.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

An individual performing the duties in this position is required to sit or stand for long periods of time, as well as hear, see, speak and listen to individuals in a respectful and professional manner in order to successfully communicate with District staff and the public.

Must be able to use hands and fingers to handle, feel, or operate objects, tools, or controls such as a computer keyboard, mouse, or other device; perform repetitive motion using hands, wrists and arms; and lift or move up to 40 pounds of library materials.

Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and ability to read materials in print or electronic format.

Must be able to transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

**MINIMUM QUALIFICATIONS:**

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.

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 preferred. Similar experience in a related industry may be considered. (For example: buyer for a general bookstore, library marketer for a publishing company, or library materials vendor/sales representative.) One year supervisory experience preferred. Read and

use English and understand numbers; working knowledge of personal computers and associated software, Microsoft Office preferred; ILS experience preferred. Ability to use social media, preferred. **Or** any equivalent combination of education, training and experience that ensures satisfactory performance of the essential job functions.

Must be able to successfully pass a background check.

Valid driver's license and normal risk insurability preferred.

**ILLUSTRATIVE EXAMPLES OF THE TYPES OF TOOLS/EQUIPMENT THAT MAY BE USED BY A PERSON IN THIS POSITION:**

Personal computer, including keyboard, mouse, computer monitor and specialized software; Integrated Library System; Internet; and other standard office equipment.

May use or be exposed to common off-the-shelf products to clean and process library materials and surfaces.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

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. May be exposed to dust, fumes and/or odors on an occasional basis. These are all illustrative of the environmental requirements of the position.

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

FLSA Class: Exempt (Full-time); Salary Range: E15

Originated: 05/10/05

Revised: 02/11/10; 01/05/12; 08/12/13; Job Code revised 04/25/12; 10/31/12; 09/16/2013; 04/17/15

I agree I have been given a copy of my current job description. I am aware it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with my supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date