



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Collection Development Librarian
Reports To: Collection Development Manager
Division: Collection Services and Development

Position Code.: 1033-118
Classification: Exempt
Date: 08/2024

JOB SUMMARY:

Selects library materials for a designated segment of the library's collection; in collaboration with management and staff; plans, organizes, and develops the overall collection.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Monitors, evaluates, and oversees the selection, maintenance, and withdrawal of materials for specific areas of the collection as assigned.
- Plans, organizes, and develops the overall collection, in collaboration with management staff; consults with managers of library locations as needed.
- Uses knowledge of the collection, guest demographics, and behaviors, and availability of materials to select materials in assigned areas of the collection for placement in library locations within budget limits and in accordance with community needs; selects materials in a variety of formats including print, audiovisual, and electronic materials.
- Oversees the selection and maintenance of standing orders and periodical subscriptions according to community needs and available budget as assigned; recommends and negotiates electronic license agreements for the system as assigned.
- Selects materials to meet gift and grant specifications as assigned.
- Recommends and approves the withdrawal or transfer of materials; evaluates and approves requests to add gift materials to the collection.
- Recommends budget allocations and monitors expenditures for assigned areas of the collection.
- Extracts and analyzes relevant data from a variety of informational and statistical sources; develops collection plans for the library and determines the collection strengths and weaknesses as assigned.
- Assists in formulating collection management policies and procedures; conducts ongoing evaluation of the collection development process in partnership with management staff.
- Trains library staff on collection management policies and procedures, including providing scheduled workshops; provides ongoing guidance to library staff on collection management.
- Visits each library regularly and evaluates the available selection and management of materials in assigned areas of the collection; meets with library staff to report observations, make recommendations for improvements, and formulate plans for addressing needs.
- Interprets materials policies and procedures to guests; drafts responses to written guest comments about library materials.
- Monitors vendor performance and negotiates with vendors on behalf of the library as assigned.
- Communicates with vendors to resolve problems regarding orders; communicates with technicians regarding order instructions.
- Collaborates effectively with collection development staff and other library employees to enhance the library's collections and improve overall library services.
- Works cooperatively and effectively with other collection development staff and library employees.
- Assumes office supervision responsibilities in the absence of the Collection Development Manager to ensure smooth operation and continuity.
- Maintains awareness of national, state, and local developments to predict guest suggestions for materials.
- Maintains awareness of related developments and trends through reading professional literature and participating in professional associations and continuing education.
- Provides excellent service to internal and external guests.
- Completes all required and assigned training on time.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library guest records, and the code of professional ethics.
- Performs other related duties as assigned.

FREQUENCY OF TRAVEL REQUIREMENTS:

- Frequent travel to other library locations.
- Occasional travel within the state or nationally for appropriate professional development and networking.

INTERACTION:

- Interaction with all levels of staff and the public.

MATERIAL AND EQUIPMENT USED:

- Computer(s)/Printer(s)
- General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:**

- Master's degree in library studies/information science from an ALA-accredited college or university; and,
- Three years of experience in a public library involving collection development responsibilities.

Licenses and Certifications:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

- Principles and practices of library science, technology, and management.
- Library materials, in a variety of formats and publishers.
- Methods and techniques of research, statistical analysis, and report presentation.
- Negotiation techniques.
- Basic budgetary principles and practices.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- All computer applications and hardware that are related to the performance of the essential functions of the job.
-

Skill in:

- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimal direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials to develop collection plans.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using interpersonal skills necessary to effectively interact with internal staff, citizens, and other departmental staff to give and extricate information in a courteous and friendly manner.
- Maintaining professional objectivity when making decisions on materials dealing with controversial issues or views and when handling guest comments about library materials.
- Assimilating a large body of information, paying attention to detail while also seeing the overall view.

Mental and Physical Abilities:

- Ability to use critical thinking to integrate and interpret data from various sources, and to plan, develop, and implement responsible strategies.
- Ability to work independently.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.
- Ability to maintain mental and visual endurance for extended periods of concentration while working under tight deadlines and frequent interruptions.
- Ability to travel to various locations and to access reliable transportation to do so.

- While performing the essential functions of this job the employee is frequently required to move from place to place, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, and lift and/or move up to 10 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds.

SUPERVISORY RESPONSIBILITY:

- This position has no supervisory responsibilities.

WORK ENVIRONMENT:

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- This position is eligible for Core and Emergency telework.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.