



## METROPOLITAN LIBRARY SYSTEM

### Job Description

**Job Title:** Collection Development Technician (PT)  
**Reports To:** Collection Development Supervisor  
**Division:** Collection Services and Development

**Position Code.:** 1036-106  
**Classification:** Non-exempt  
**Date:** 03/2024

#### **JOB SUMMARY:**

Under general supervision, orders library materials that have been selected for purchase; locates and/or verifies order information; enters and retrieves data utilizing computer; answers questions related to orders; answers phones and greets visitors; performs other clerical duties.

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

- Orders materials selected for purchase from a variety of vendors; searches various online vendors to build possible orders from lists for selector review; inputs bibliographic data to create order records; checks orders for accuracy as assigned.
- Verifies availability of titles and order information and checks status of orders.
- Resolves problems with orders; consults with other department staff and/or with vendors.
- Greets and assists visitors to the department; directs them to other appropriate department staff.
- Answers the phone and directs calls; provides callers with general information regarding department services; responds to general questions.
- Answers questions about materials and/or clarifies orders for library staff and customers; refers to other staff as appropriate.
- Performs bibliographic searches utilizing a variety of resources.
- Processes review copies of materials as they are received; locates reviews for the Collection Development Librarians; routes selected review copies.
- Shelves and maintains collection of review media and publishers' catalogs.
- Performs the work of other department clerical personnel as required.
- Performs special projects as assigned.
- Picks up and delivers office mail, boxes, and packages; packs and routes materials as needed.
- 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 users' records, and the Code of Professional Ethics.
- Performs other related duties as assigned.

#### **FREQUENCY OF TRAVEL REQUIREMENTS:**

- Occasional travel to library locations

#### **INTERACTION:**

- Interactions with library and department staff

#### **MATERIAL AND EQUIPMENT USED:**

- General Office Equipment
- Personal Computer

#### **MINIMUM QUALIFICATIONS REQUIRED:**

##### **Education and Experience:**

- High School diploma or GED; and,
- One year of progressively responsible clerical experience

##### **Licenses and Certifications:**

- None.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- General office procedures, policies, and practices, as well as knowledge of computer and other general office equipment.
- Library material in a variety of formats and publishers.
- General knowledge of the Dewey Decimal System
- All computer applications and hardware related to performance of the essential functions of the job.
- Recordkeeping, report preparation, filing methods, and records management techniques.
- Standard business arithmetic, including percentages and decimals.

### **Skill in:**

- Using a computer to accurately and rapidly enter and retrieve data and information.
- Organizing work and following up assignments with a minimum of direction.
- Communicating clearly and effectively with others. I
- Using interpersonal skills to effectively interact with internal staff and the public, on occasion.
- Implementing library policies and procedures.
- Using tact, discretion, initiative and independent judgment within established guidelines.

### **Mental and Physical Abilities:**

- Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to adapt to changing priorities and to work smoothly and cooperatively on a variety of procedures.
- While performing the essential functions of this job the employee is frequently required to move from place to place, 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.

## **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.
- The incumbent's working conditions are typically moderately quiet.

## **SUMMARY STATEMENT:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

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.