



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Collection Development Technician
Reports To: Collection Development Supervisor
Division: Collection Services and Development

Position Code.: 1035-106
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; utilizing computer system, pre-order searches titles, inputs bibliographic data to create order records, updates vendor information, creates and maintains weekly order lists, verifies and inputs replacement requests, prints order lists; checks orders for accuracy as assigned.
- Contacts publishers and vendors to place rush orders for materials; verifies availability of titles and order information, and checks status of orders.
- Resolves problems with orders, including canceled orders as assigned; consults with other unit staff and/or with vendors.
- Monitors and analyzes system reserve lists; identifies titles for which additional copies are needed to meet system service goals; provides order information and reserve data to the Collection Development Librarians; identifies incorrectly coded materials and contacts other libraries to correct coding.
- Processes suggestions for purchase submitted by library customers; verifies availability of titles for purchase and locates order information; determines appropriate vendor and places orders for selected titles; places reserves for customers; maintains a database of titles not selected for purchase.
- Sorts and processes and shelves withdrawn materials and gifts for review by the Collection Development Librarians.
- 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.
- Composes and types letters, memos, and other documents and correspondence.
- Processes review copies of materials as they are received; locates reviews for the Collection Development Librarians; routes selected review copies to cataloging.
- Shelves and maintains collection of review media and publishers' catalogs.
- Performs the work of other department clerical personnel as required.
- Performs special projects and other work as assigned.
- Checks in, routes, and delivers professional materials for administrative offices; retrieves items that are superseded, outdated, or no longer needed.
- Picks up and delivers office mail, boxes, and packages; makes copies; transmits fax copies; 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.

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; or,

- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

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, including knowledge of the Internet, Microsoft Word, and Microsoft Excel.
- Recordkeeping, report preparation, filing methods, and records management techniques.
- Standard business arithmetic, including percentages and decimals.

Skill in:

- Typing at a rate of 40 minimum net words per minute and 10-key touch system.
- 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.
- Interpersonal skills necessary to be courteous of fellow employees and occasional interface with the public.
- 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 sit, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, and lift and/or move up to 10 pounds; lifting and/or moving up to 25 pounds is occasionally required.

WORK ENVIRONMENT:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- 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 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 when possible.

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.