

## Collection Development Librarian

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DEPARTMENT:	Collection Services
GRADE:	61
CLASS CODE:	CDLIB
FLSA STATUS:	Exempt
UNION STATUS:	Represented
REVISED DATE:	June 2019

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### Summary:

Under limited supervision, plans, coordinates, and oversees the selection of library materials for the Timberland Regional Library District.

### Reporting Relationships and Team Work:

This position is supervised by and reports to the Collection Services Director.

### Essential Duties and Responsibilities:

*Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Selects a variety of new and replacement library materials (physical or electronic) for areas of assignment according to collection development theories and practices. Prepares orders for library materials and submits to Acquisition Department for processing.
2. Monitors and manages collection development budgets and expenditures in assigned collection areas.
3. Identifies, collects, and analyzes appropriate data in making collection development decisions. Interacts with staff to assess patron use of materials; consults with authors, publishers, vendors, local literacy organizations, and educational groups regarding collections development needs. Reviews and applies information from relevant TRL surveys as it applies to collection development.
4. Reviews and evaluates patron purchase requests for inclusion in the library collection.
5. Coordinates with library personnel regarding programming material needs and collection placement to facilitate improved access and use of library materials.
6. Performs and coordinates a variety of collection maintenance duties, including the creation of weeding and replacement schedules, evaluation of current resources, and assistance with the removal of dated, worn or damaged materials from the collection.

Coordinates with departmental stakeholders regarding the selection and deaccessioning of library materials.

7. Assists in ensuring library collections are well balanced and contain appropriate subject variety and formats suitable to patron requirements.
8. Attends and participates in departmental meetings, library committees, and conferences.
9. May perform a variety of reference, reader's advisory functions, and prepare and provide presentations or other relevant trainings as assigned or required.
10. Performs other duties as assigned or required.

### **Core Skills and Qualities:**

*Employees are expected to demonstrate the following qualities at all times:*

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

### **Required Knowledge, Skills, and Abilities:**

*Employees are expected to perform or possess the following:*

1. Understanding and application of the following to collection development: the First Amendment; ALA's Intellectual Freedom principles and guidelines, including the Library Bill of Rights, Freedom to Read, Freedom to View; and TRL's relevant policies and procedures.
2. Collection selection, development and maintenance practices, including identifying current trends in collection development, collection evaluation, and effective weeding practices.
3. Coordination and oversight of balanced library collections for large library systems that include a variety of subjects and resource formats.
4. Processes for preparing budgets and monitoring expenditure. Preparing and submitting electronic orders for library materials.
5. Principles, methods, procedures and practices of library cataloging and classification.
6. The ability to interpret Library of Congress rules and subject headings, and understanding of Anglo-American cataloging rules.
7. Library computer systems, databases, and software.

8. Establish and maintain effective working relationships and communication with patrons, general public, library and department staff, other library systems, volunteers, vendors and professional organizations. Strong verbal and written communication skills such as command of English grammar, punctuation and spelling, and proofreading.
9. Knowledge of reader's advisory, general reference, and materials identification for departmental area of assignment.
10. Ability to work independently and innovatively in a variety of situations.

### **Technology Requirements:**

#### **Required:**

- Use of standard office equipment, including but not limited to Personal Computer and related software packages to perform analysis, information retrieval and tracking.
- Library technology, resources, databases and software.
- Intermediate keyboard and data entry skills.
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).
- Intermediate (or Basic) Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.

#### **Desired:**

- Basic SharePoint skills.
- Ability to explore and adapt to new technology and software as appropriate to continuously improve customer service and productivity.

### **Education and Experience:**

Master's Degree in Library Science, and five years professional librarian experience, including three years' experience in collection development and one year of reference experience; OR an equivalent combination of education and experience.

### **Licenses, Certifications, and Special Requirements:**

- State of Washington Librarian Certification is required.
- A valid Washington State Driver's License.
- Must pass and maintain a criminal background check.

### **Physical and Environmental Conditions:**

- Work is performed in a library/service center environment.
- Subject to sitting, standing, walking, bending, reaching and lifting of objects up to 40 pounds.
- Must be able to lift, carry, and move library materials/equipment and courier boxes.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.