

Collection Librarian

Reports to Executive Director; annually reviewed by Executive Director

Supervision: None

Fair Labor Standards Act: FLSA Exempt, Professional Full Time (40 hours per week)

Starting Salary Range: \$58,000 - \$62,000

Scope of Job: The Collection Librarian facilitates collections that support the community's educational, professional and personal aspirations by curating a diverse collection to meet the interests, backgrounds, cultural heritages, social values, and needs of all members of the community. As part of the library team, the Collection Librarian regularly staffs circulation desks for up to 10 hours per week to provide library assistance in order to build relationships with the community and understand selection behavior and collection needs.

Duties and Responsibilities

- Perform annual circulation statistical review to analyze patron use and demand, determine trends or gaps, and guide budget spending.
- Select and purchase materials for the library's youth and adult collections, including books, media, and digital content. Uphold and adhere to the Library's collection development policy. Use collection periodicals, professional reviews, local data, and patron and staff feedback to guide selections.
- Establish and complete an effective ordering schedule to ensure a frequent supply of new and engaging materials for all ages.
- Perform frequent culling of the library's collections to ensure a relevant, reliable, and useful selection.
- Collaborate with the director and cataloging assistant to maintain integrity in cataloging practices, MARC records, processing and identification.
- Promote the collections, both physical and digital with staff and patrons to ensure promotion and effective delivery of resources. Create resources to assist in promotion (reader lists, posters, catalog lists, newsletter content, Overdrive promotions, displays, etc.)
- Respond to purchase suggestions or requests, collection donation inquiries, and Overdrive questions.
- Create awareness with staff and patrons of digital content updates and features.
- Track circulation, holds, and other data. Contribute to the annual State Library Report.
- Verify vendor shipments and prepare vendor statements for payment processing.

- Order and track requests from staff book stipend incentives.
- Assist programming staff with collection resource needs (ie Story Time selections, Summer Reading lists or theme support).
- Seek professional development: Attend webinars, trainings, and conferences and consult with peer libraries to ensure best practices in acquisitions and cataloging.
- Advise the Director in the planning, development and implementation of collections, shelving layouts, and merchandising.
- Effectively plan and implement a department budget; seek best return on investment of taxpayer revenue; accurately track and record expenses; and advise the Director in department budget needs.
- Provide regular readers advisory training to frontline staff.
- Contribute to policy review research and revisions.
- Enforce the library's policies and procedures, while safeguarding confidential and restricted information.
- Uphold excellence in customer service standards.
- Develop and maintain effective working relationships with library vendors. Manage accounts, orders, and processing with vendors.
- Complete special assignments related to collections as directed.
- Serve on consortium and other committees as assigned by Director.
- Incorporate strategic plan priorities and strategies in professional work and goals.
- Facilitate free and equal access to information for all; uphold the American Library Association's Library Bill of Rights and patron privacy.

This employee has the following professional knowledge, skills, and abilities:

- Extensive knowledge and experience with integrated library systems.
- Excellent organizational skills and attention to detail.
- Written and oral communication and presentation skills.
- Avoids personal biases in curating collections for all audiences.
- Familiarity with publishing industry periodicals, reviews, and acquisition resources.
- Ability to provide outstanding customer service in person, on the telephone, and via e-mail.
- Technology skills, including word processing, spreadsheets, library apps, and online interfaces.

Education and Experience:

- A master's degree in library science (MLS or MLIS).
- A minimum of three years of public library experience or public service-related field.

Physical Demands and Working Conditions:

- On a continuous basis, stand and/or sit for long periods of time. Intermittently twist and reach materials: bend, stoop, crouch, kneel;
- Extend arms above the shoulder to reach and retrieve books and materials from shelves; grasp books and materials; lift materials and supplies which may weigh up to 40 pounds;
- Use phone system; write or use keyboard to communicate;
- Visual acuity to read print and digital materials of various font size.
- Hearing acuity to answer phones, respond to patron verbal requests, and respond to incidents.

Other Qualifications:

- Schedule may include evenings and weekend hours as needed.

Note: This job description is not an employment contract. The Library Board of Trustees and/or its designated representative reserve the right to alter this job description at any time without notice. Any employment relationship with the Library is legally considered to be one of employment-at-will, in which either party may terminate this relationship for any reason at any time.