Position Title: COLLECTION DEVELOPMENT LIBRARIAN (MLS)
FLSA Status: Exempt
Reports to: Support Services Director
Department: Support Services
Specialization: 
Salary Range: 
Last Revision: 1/14

PURPOSE OF WORK:
Under general direction, the Collection Development Librarian is responsible for the selection of all library materials in all formats and for all age groups; ensures effective communication with all relevant departments; works with Community Relations staff to communicate collection information with the public; oversees collection maintenance in collaboration with library staff.

ESSENTIAL POSITION FUNCTIONS
1. Evaluates and selects materials and resources in various formats to develop and maintain the collection using professional resources, judgment, and internal collection policies and procedures
2. Reviews and recommends electronic resources in collaboration with relevant staff; manages electronic resources contracts with direction from the Support Services Director
3. Ensures regular two-way communication with public service staff about collection needs
4. Anticipates demand for materials and ensures that materials are ordered in a timely manner
5. Monitors and manages collection budgets and tracks collection usage; prepares related presentations and statistical reports
6. Develops scope statements for collection areas and makes recommendations for the setting of collection maintenance goals in collaboration with the Public Services Manager and Support Services Director
7. Maintains strong working relationships with vendors
8. Addresses collection maintenance concerns, assists with weeding, provides collection analysis, resolves problems, and assists in rearrangement of the collection to facilitate patron use
9. Monitors trends, best practices, and developments in the profession, shares knowledge and recommends improvements
10. Provides collection development training for public service staff
11. Works with the community relations and public service staff to promote library materials internally and externally
12. Provides outstanding internal and external customer service
13. Performs all duties of public service librarian, as needed; performs cataloging and other materials processing duties, as needed
14. Performs additional duties including serving on task forces, committees, etc.
15. Demonstrates a positive attitude and supports library goals and objectives
16. Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization
17. Other duties as assigned

MINIMUM QUALIFICATIONS:
1. Master’s degree in Library Science from an American Library Association accredited school AND a minimum of two (2) years of experience as a professional librarian with collection development responsibilities
2. Excellent verbal and written communication skills
3. Ability to work accurately and with attention to detail
4. Project management experience, including planning, tracking, and evaluating
5. Ability to define problems, collect data, establish facts and draw valid conclusions
6. Ability to maintain confidentiality and use appropriate judgment in handling information and records.
7. Ability to arrange items in alphanumeric and/or subject order; ability to retain and follow ILS procedures and processing methods
8. Superior working knowledge of traditional and electronic resource, including eBooks
9. High level of comfort with common web interfaces, hardware, and software including Microsoft Office Products; high level of comfort with eReaders
10. Ability to retain, follow, and explain organizational procedures, processes, policies and operations

PREFERRED QUALIFICATIONS
1. Experience with both Adult and Youth literature, AV, and resources
2. Experience with electronic resource selection
3. Experience budgetary oversight and planning

PHYSICAL DEMANDS
Ability to sit and use a computer for extended periods and operate standard office equipment, daily
Ability to lift and move up to thirty (30) pounds, occasionally
Ability to push book trucks with up to 150 pounds of materials on them, daily
Ability to stand for extended periods, occasionally
Ability to perform repeated reaching, bending, climbing and squatting, daily
Travel by automobile, occasionally
WORKING CONDITIONS
Majority of work performed in general office/library environment
Requires availability for extended hours as needed
Requires evenings and/or weekends
Requires periodic participation and attendance at events and trainings

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.

Signature: ____________________________ Date: ___________