

COLLECTION DEVELOPMENT LIBRARIAN

Range 121

DEFINITION

Performs professional work in the Collection Development Center with order-level records of an integrated library system, and assists the staff District-wide to select materials and develop collections to meet community needs.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Collection Development Director.

Exercises general supervision over assigned subordinate staff.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Reviews order-level records for consistency with established authorities.
2. Maintains district-wide subscription lists working closely with libraries District-wide.
3. Researches and provides details on subscriptions titles that must be ordered directly from vendor to the Support Services Department.
4. Reviews and maintains materials standing order renewals working closely with libraries District-wide.
5. Works closely with vendors to ensure accurate information is provided.
6. Participates on District Reference Committee and co-ordinates selection of references titles.
7. Assists CDC staff in providing bibliographies and articles for District-wide use.
8. Ensures desired materials are added to the collection as expeditiously as possible working closely with the Support Services Department.
9. Interprets and explains Library District materials policies and procedures where appropriate.
10. Supervises, directs and trains subordinate staff to correct deficiencies, disciplining, and completes performance evaluations.
11. Develops strong working relationships with district staff and community members and with those in the book industry.
12. Utilizes personal computers, automated library systems, the Internet, e-mail, and on-line tools and resources.
13. Operates office equipment including, but not limited to: copy machine, telephone, and fax machine.

LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT

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Marginal Functions:

1. Attends and participates in professional associations, meetings, and seminars.
2. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of integrated library system records and functionality.

Knowledge of collection development principles, practices, and techniques.

Knowledge of current technologies and selection criteria for adult and youth materials.

Knowledge of reference sources including print and online materials.

Knowledge of professional bibliography building practices.

Knowledge of professional public library principles, practices, and techniques.

Knowledge of current literature, trends, and developments in the field of library science and administration.

Knowledge of the Library of Congress Classification System.

Knowledge of research techniques.

Knowledge of sources and availability of current information.

Knowledge of effective supervisory techniques and practices.

Knowledge of basic accounting principles and procedures.

Knowledge of Library District, Branch, and Department policies and procedures.

Knowledge of correct English usage, spelling, punctuation, and grammar.

Ability to exercise good judgment and make sound decisions.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to plan, organize, and prioritize projects and work assignments for efficient results.

Ability to interpret and explain Library District policies and procedures.

Ability to work quickly and accurately.

Ability to work both independently and as part of a team.

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Ability to accept and manage change and maintain flexibility.

Ability to exercise initiative, independent judgment, and discretion.

Ability to perform multiple tasks concurrently.

Ability to prepare clear and concise reports.

Ability to supervise and direct the work of subordinate staff.

Ability to understand and follow oral and written instructions.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.

Ability to maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

- standing, walking, or sitting for extended periods of time;
- bending, reaching, stooping, and pushing;
- lifting and carrying;
- operating assigned equipment.

Ability to maintain effective auditory and visual perception needed for:

- making observations;
- communicating with others;
- reading and writing;
- operating assigned equipment.

Skill in the use of automated library information systems equipment.

Skill in the use of personal computers and associated software.

QUALIFICATIONS:

A. Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association; one (1) year of experience as a professional librarian required including experience in collection development; coursework and/or experience in basic materials cataloging; demonstrated ability to produce bibliographies on specific topics for public distribution or program support; demonstrated ability to implement strategic library service objectives with measurable outcomes, effectively supervise and motivate subordinate staff, develop and maintain positive relationships with library customers and patrons, vendors, District-wide staff and management required.

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B. Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds), occasional moderate lifting (12 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

C. Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

JOB CODE: 1079
FLSA: EXEMPT
CBA: SUPERVISOR I
DEVELOPED: JULY 30, 2007
REVISED: