January 26, 2021

21-005

**LIBRARIAN II Collection Development**

Collection Services

Hours: 40/week

Salary: 24.19/hr

Reports to: Collection Services Manager

Position Open: January 15, 2021

**Apply by: February 4, 2021**

**JOB SUMMARY**

Under the general direction of Collection Services Manager, this employee is expected to perform any and all phases of work relative to collection development and maintenance, including training related to access and marketing of physical and digital materials for adult and youth services.

**DUTIES AND RESPONSIBILITIES**

* Select, recommend for purchase and maintain materials in area of specialization for distribution to all branch libraries.
* Develop and maintain a thorough and comprehensive knowledge of the JDL Materials Selection Policies.
* Develops or consults on policies, procedures, standards and guidelines as related to collections and online resources.
* Consults with Collection Services Manager and Cataloger on analysis of collections use, distribution, and organization. Provides information on classification of materials, collection utilization, collection organization, location requirements, inventory requirements and other collection management tools required to support public access.
* Collaborates with Training Coordinator to present workshops for staff relative to collection management and promotion and use of digital resources.
* Maintain working knowledge of electronic devices used for reading, listening and viewing.
* Assists public service staff with requests for information as it relates to collections and digital services.
* Serves as liaison between departments and branch libraries regarding any selection or collection maintenance issues.
* Participates in planning process for materials budget.
* Participates in planning, forecasting, allocating and monitoring materials expenditures.
* Responds to patron inquires related to all material collections and digital services.
* Perform research and draft responses relative to patron requests for Review of Library Materials.
* Assists all library staff as it relates to the State union catalog (MeLCat), and OCLC WorldCat Discovery.
* Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

* Master’s Degree in Library Science from an ALA accredited college or university.
* Minimum two years recent experience as a professional librarian working in adult or youth services.
* Familiarity with SirsiDynix, OCLC and MeL(Michigan eLibrary) is preferable.
* Knowledge of trends, in publishing, distribution and subject matter as it relates to the acquisition of library materials and services.
* Maintains a customer service focus in interactions with vendors, co-workers and library patrons.
* Comprehensive knowledge and understanding of current and future trends relative to principles, methods and practices of public library operations.
* Understand and apply the principles of intellectual freedom.
* Communicate professionally, both written and orally, with co-workers, vendors and public using diplomacy and tact in all situations.
* Analytical ability to research information, evaluate and analyze materials and trends.
* Working knowledge of personal computers and software, online resources, personal electronic devices, and automated library systems. Ability to use printers, copiers, and any other commonly used equipment in an office environment.
* Ability to work with minimal supervision, recognize and set priorities to organize and coordinate own tasks and work collaboratively in a team environment.

**PHYSICAL REQUIREMENTS:**

Ability to stand, sit, bend, twist, stoop, reach and grasp, walk, push, pull or lift materials or equipment weighing 15 pounds or more and manually manipulate computer, keyboard, mouse, scanner etc.

**BENEFITS:**

Vacation, Sick, Personal time

Paid Holidays

Health Care Insurance

Flexible Spending Account

MERS Hybrid Pension Plan

MERS 457

Life Insurance

Employee Assistance Program

AFLAC

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**EOE**