

Job Title: Collection Developer & Cataloger

Reports to: Regional Director

Summary of Job Purpose:

The Collection Development & Cataloging Librarian position is responsible for building a relevant, high-interest collection across formats, platforms, and levels. A major component of this position is professional judgment and expertise in selecting appropriate materials to serve the needs of our communities. In addition, the Collection Development Librarian performs copy & original cataloging, database maintenance, and inventory support for all branch libraries.

Essential Functions:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- **Material Selection:** Identifies materials to purchase. Fulfills memorials, grants, personal book orders, and patron requests.
- **Collection Maintenance:** Coordinates weeding projects and provides training and support in the use of weeding procedures, and evaluates donations and damaged/missing items in order to keep the collection current.
- **Budget:** Monitors assigned budget areas (print books, periodicals, audio, and digital) for expenditures in order to spend allocated dollars on materials for the collection.
- **Cataloging:** Performs basic copy & original cataloging to adapt online records of all formats of library materials to facilitate their identification, access, and use.
- **Consulting:** Consult with branch managers and staff regarding collection issues, resolve cataloging and database problems, and coordinate rotation of moving collections.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree (4 years), in any field, from an accredited college or university.

- Working knowledge of the elements that make up a relevant, popular, high-interest public library collection, including broad-based collection development practices and current trends in selection, ordering, patron-driven programs, and vendor services.
- Ability to work collaboratively across the system to improve library service to the public is required.
- Proficiency with the library catalog and familiarity with online ordering tools is preferred.
- Demonstrates ability to work well under pressure and to meet inflexible deadlines is required.
- Skill in interpreting data from many sources in analyzing collection needs.
- Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as a part of a team to complete tasks as assigned.
- Must exhibit effective communication skills, interpersonal skills, and flexibility when collaborating with library branches, and when working with vendors, distributors, and the public.
- Strong analytical, negotiating, and problem-solving skills.
- Ability to demonstrate initiative and flexibility.

Computer Skills:

Must demonstrate competency in computer use including internet, email, and Microsoft Office Products (or equivalent). Keyboard skills required at an equivalent of typing 50 words per minute with minimal errors. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.

Physical Abilities:

Must have the physical ability, stamina, mobility, and manual dexterity to: stand, walk, bend to floor level, and work at computer stations frequently. Handle materials, push/pull cart/bins with a force of up to 35 pounds, carry 15 pounds, lift to 35 pounds, grip up to 15 pounds, kneel, squat, and climb, regularly.