

Position Title: Youth & Teen Collection Development Librarian **Department:** CORPS
Reports To: Head of CORPS **Status:** Non-exempt
Supervises: Department volunteers, as directed **Date:** February 27, 2023

Summary of Function:

Under general direction, performs a wide range of professional tasks related to the operation of the CORPS department, including collection development, copy-cataloging, record maintenance.

Job Functions:

- Acquires and maintains knowledge in public library "best practices" for collection development, and cataloging practices and standards.
- Selects Youth and Teen Services materials in all formats by evaluating and analyzing the collection areas, researching available material, ordering material through library approved vendors.
- Monitors assigned collection development budgets.
- Creates weeding reports for the Youth and Teen Services department.
- Receives incoming library materials and prepares them for cataloging.
- Performs copy-cataloging of district materials.
- Responds to staff, patron, and volunteer requests.
- Maintains bibliographic and item records in the Integrated Library System (ILS).
- Researches and proposes relevant new products and procedures.
- Assists in directing volunteers.
- Liaison to library vendors for CORPS.
- Serves as a resource person in matters relating to collection development, cataloging and database maintenance.
- Attends professional meetings, conferences, and training sessions for professional development.
- Initiates, participates and collaborates in the library profession beyond MRLD.
- Initiates, participates and collaborates with MRLD staff on projects and committees.
- Participates in activities such as staff meetings, committee work and trainings.
- Performs all other duties as assigned.

Qualifications:

- Bachelor's degree from an accredited college or university is required. Two years' experience working as a library professional, preferably in collection development, is required. Will consider equivalent combination of education and experience.
- A general understanding of public library service is required.
- Strong organizational skills.
- Knowledge of online public library catalogs is required.
- Knowledge of Microsoft Windows and Office applications and related technologies is preferred.
- Ability to type and do data entry on a computer.
- Ability to communicate effectively, both orally and in writing. Bilingual Spanish/English skills is desirable.
- Able to build strong working relationships, internal & external to the organization.
- High level of interpersonal skills and integrity.
- High level of customer service skills.

- Able to apply common sense understanding to carry out instructions furnished in written or oral form.
- A flexible team player with the ability to work successfully in a changing environment.
- Ability to perform all duties and responsibilities in a timely and effective manner in accordance with policies, programs, and guidelines to achieve the overall objectives of the position.
- Passionate about the mission of public libraries. Comfortable with the principles of intellectual freedom.

Working Environment:

Performs job in a library setting. It includes work at a computer monitor. Job schedule may change periodically. Encounters situations that involve challenging customer service and behavioral issues. Position involves frequent interruptions with maximum flexibility required. Occasional travel may be required.

Physical Activities:

Ability to lift books and other materials and move heavy book carts. Some bending and stooping required. Specific vision abilities required by this job include close vision and the ability to adjust focus.