

ADULT COLLECTION DEVELOPMENT LIBRARIAN

(Range 125)

DEFINITION

Coordinates the processes 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 Head of Collection and Bibliographic Services.

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. Utilizes online vendor selection and ordering tools, print review and other media sources to make purchase decisions.
2. Researches, evaluates, selects, and recommends purchases of digital and other electronic content, emerging technologies, and new formats.
3. Counsels and works with selectors and/or Branch Managers to strengthen adult material collection weaknesses and makes collection recommendations.
4. Monitors the creation of book lists as needed by adult services.
5. Provides leadership and direction to professional staff and advises, coaches, and instructs librarians in developing the knowledge and skills needed in their collection development work and for special collection maintenance projects
6. Interprets and explains Library District materials policies and procedures where appropriate and drafts responses to requests for reconsiderations from patrons
7. Develops strong working relationships with district staff, vendors and publishers.
8. Keeps abreast of new materials and issues that impact collection development District-wide and adjusts spending and selection to meet demand
9. Recommends and develops District-wide policies and procedures for the Adult Collection.
10. Serves as Chair Person of the Adult Collection Development Committee.
11. Develops collection plan for opening day collections for new and redesigned building projects.
12. Uses statistical data, reports, WorldCat and other tools to assess usage and popularity of library materials.
13. Utilizes personal computers, automated library systems, the Internet, e-mail, and on-line tools and resources.

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14. Operates office equipment including, but not limited to: copy machine, telephone, and fax machine.
15. Selects, supervises and evaluates subordinate staff, identifies training needs, recommends, and/or provides staff training to meet identified needs.

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:

1. Collection development for adult literature.
2. Current technologies and selection criteria for adult materials.
3. Professional public library principles, practices, and techniques.
4. Current literature, trends, and developments in the field of library science and administration.
5. The Library of Congress Classification System.
6. Research techniques.
7. Sources and availability of current information.
8. Basic accounting principles and procedures.
9. Library District, Branch, and Department policies and procedures.
10. Correct English usage, spelling, punctuation, and grammar.
11. Effective supervisory techniques and practices.
12. The publishing industry and popular fiction and nonfiction in multiple formats.

Ability to:

1. Exercise good judgment and make sound decisions.
2. Establish and maintain effective working relationships with those contacted in the course of work.
3. Plan, organize, and prioritize projects and work assignments for efficient results.
4. Interpret and explain Library District policies and procedures.
5. Work quickly and accurately.

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6. Work both independently and as part of a team.
7. Accept and manage change and maintain flexibility.
8. Exercise initiative, independent judgment, and discretion.
9. Perform multiple tasks concurrently.
10. Prepare clear and concise reports.
11. Understand and follow oral and written instructions.
12. Communicate clearly and concisely, both orally and in writing.
13. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
14. Prioritize tasks, meet deadlines, work accurately and maintain confidentiality
15. 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.
16. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. The use of automated library information systems equipment.
2. The use of personal computers and associated software.

QUALIFICATIONS:

Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association; and a minimum of two (2) years of increasingly responsible experience as a professional librarian required, including experience in collection development and selection of materials for adults; demonstrated ability to

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implement strategic library service objectives with measurable outcomes, effectively supervise and motivate subordinate staff, develop and maintain positive relationships with library customers, patrons, vendors, District-wide staff and management required.

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.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess a valid driver's license at the time of hire and have the ability to obtain a Nevada Driver's License.

FLSA:	EXEMPT
CBA:	SUPERVISOR II
DEVELOPED:	AUGUST 10, 1998
REVISED:	SEPTEMBER 1, 1998 OCTOBER 21, 1998 MAY 5, 2003 APRIL 21, 2016