

# **YOUNG PEOPLE'S COLLECTION DEVELOPMENT LIBRARIAN**

(Range 125)

## **DEFINITION**

Coordinates the processes and assists the staff District-wide to select young people's 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. Develops procedure and organizes the young people's materials collection processes.
2. Counsels and works with materials selectors and/or Branch Managers to strengthen young people's material collection weaknesses.
3. Monitors the creation of book lists as needed by young people's services.
4. Ensures desired materials are added to the collection as expeditiously as possible working closely with the Support Services Department.
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.
6. Interprets and explains Library District materials policies and procedures where appropriate.
7. Develops strong working relationships with District staff, community members and with those in the book industry.
8. Develops procedure for the acceptance of gift items throughout the Library District.
9. Keeps abreast of new materials and issues that impact on collection development and recommends and develops District-wide policies and procedures for the Young People's collection.
10. Serves as Chair Person of the Young People's Collection Development Committee.
11. Utilizes personal computers, automated library systems, the Internet, e-mail, and on-line tools and resources.
12. Operates office equipment including, but not limited to: copy machine, telephone, and fax machine.

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**Marginal Functions:**

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of collection development for young people's literature.

Knowledge of current library technologies and selection criteria for young people's materials.

Knowledge of child development.

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 policies and procedures.

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

Knowledge of automated systems used in libraries as well as the Internet and computerized catalogs.

Ability to supervise and direct the work of subordinate staff.

Ability to exercise good judgment and make sound decisions.

Ability to 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.

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Ability to work under pressure and meet deadlines.

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

Ability to plan, organize, and conduct meetings.

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 understand and follow oral and written instructions.

Ability to effectively communicate with and elicit information from upset and irate patrons.

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.

Skill in the use of library and basic office equipment.

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**QUALIFICATIONS**

A. Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association, two (2) years of increasingly responsible experience as a professional librarian, including experience in collection development, young people's literature, and child development required; 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.

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 (11 - 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: 1480**

**FLSA: EXEMPT  
CBA: SUPERVISOR II**

**DEVELOPED: AUGUST 10, 1998  
REVISED: SEPTEMBER 1, 1998  
MAY 5, 2003**