Collection Development Librarian [Adult & Teen Fiction Emphasis]
- Administrative Headquarters

Mid-Continent Public Library
Independence, Missouri, United States

Salary: $45,043.00

Status: Full-time

Posted: 07/31/17

Deadline: 08/11/17

Position: Collection Development Librarian [Adult & Teen Fiction Emphasis]

Position Description:

The Collection Development Librarian is responsible for the analysis, evaluation, selection, and disbursement decisions required in creating an educational, entertaining, up-to-date, and balanced collection of materials in a single, or multiple, formats for a three county, multi-branch library system. Additionally, the Collection Development Librarians have a fiduciary responsibility and are accountable for documenting and expensing a significant materials budget within their focus areas.

Position Responsibilities:

- Supports, promotes, implements, and makes decisions based on established Library policies, guidelines, and programs.
- Knowledge and support of the principles of intellectual freedom
- Consistently acknowledges and appreciates each Library employee's contributions
- Contributes positively to the efforts of supervisors and peers
- Recognizes and provides positive feedback regarding the efforts of supervisors and peers
- Establishes and maintains supportive working relationships with co-workers and other departments/branches
• Consistently meets expectations set forth in *Exempt Employee Expectations* Documents

**Required Qualifications:**

• Master’s degree in Library Science from an American Library Association accredited school.
• Minimum 3 years full or part-time experience in collection development.

**Knowledge of:**

• Fundamental concepts and practices of collection development and maintenance.
• Principles of intellectual freedom and open access.
• Popular and critically acclaimed titles, performers and artists in the film and music industries, trends in virtual library service, new media products, the limitations, requirements and specialized rules regarding e-books in libraries and/or the subjects and authors trending in the print publishing industry.
• General budgeting and accounting processes and practices. General cataloging processes and practices.

**Skilled in:**

• Utilizing library specific software; including, but not limited to, the Integrated Library System and the public interface of the ILS system.
• Research using websites and databases.
• Using Microsoft Office Products.

**Ability to:**

• Prioritize and evaluate hundreds of title options per week and select those materials most likely to create the best customer experience, fill a community need or provide the maximum return on investment.
• Use effective verbal, written, and discreet communication with management, coworkers, and the public.
• Prioritize tasks, meet deadlines, work accurately and maintain confidentiality.
• Demonstrate excellent organizational and planning skills and perform multiple tasks concurrently.
• Complete all work accurately and with attention to detail.
• Successfully resolve matters of conflict.
• Lead and work within a team environment.
• Balance the requests of local community branches against the needs and priorities of the library system.
Preferred Qualifications:

- 2 years Branch Management experience
- Knowledge of Sirsi/Dynix
- Knowledge of WorldCat and OCLC
- Fluency in a second language spoken within the Mid-Continent Public Library Service area.

Closing Date: 08/11/17