

ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.860 – COLLECTION DEVELOPMENT SPECIALIST (revised 10/14/15)

A collection development specialist is responsible for maintaining optimum collections of materials in all libraries of the system. The specialist collaborates with staff in all buildings to meet and anticipate the public demand for library materials.

Qualifications, demonstrated knowledge, skills and abilities:

- Library degree preferred and/or library experience with an emphasis on materials selection.
- Ability to communicate effectively and concisely, orally and in writing.
- Demonstrated behaviors that match the library's core values:
 - Positive approach, dependable, team-oriented, professional, leadership.
- Ability to handle mental/visual strain involved in the use of printed materials and computer screens, preparing statistics and reports, working with staff, and handling multiple tasks.
- Mobility to maneuver through aisles and push or pull loaded book trucks.
- Flexibility to bend and stretch to place materials low or high on 7ft shelving.
- Strength to lift, move, or carry up to 30 pounds.
- Have or obtain valid driver's license and have reliable transportation available.

Responsibilities and duties:

- Reviews circulation reports to determine current user interests and needs.
- Develops a system for receiving purchase recommendations from users and library staff.
- Consults a variety of authoritative sources in search of items recommended for purchase.
- Evaluates the current collections in each building for variety and scope of coverage.
- Oversees procedures for weeding, repairing, and replacing materials.
- Prepares lists of materials appropriate for purchase.
- Seeks vendors that offer the most cost effective use of library monetary resources.
- Prepares requisitions to be forwarded to the fiscal officer for encumbrance.
- Places orders for materials using authorized purchase order numbers.
- Resolves shipping and invoice problems and returns damaged items for replacement or credit.
- Checks packing lists against purchase orders and forwards approval to pay to fiscal officer.
- Performs duties in a courteous, pleasant and efficient manner.
- Cooperates with the executive director, fiscal officer, and other library staff.
- Collects data, files reports as required, and performs direct public service when necessary.
- Supports, implements, and enforces all library policies and procedures.
- Consistently presents Adams County Public Library, its staff and services, in a positive manner.
- Keeps informed of trends, issues, and professional concerns in public libraries.
- Performs other duties as assigned by the executive director.

Supervision exercised: None
Supervision received: Executive Director
Schedule of hours: As assigned and may include evening and weekend hours
Classification: Associate; salaried; nonexempt

The above statements are intended to describe the general nature and level of work that is to be performed by personnel under this job description. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.