Position Summary
The Collection Development Librarian is responsible for building and maintaining a relevant, high-interest, balanced collection across formats, platforms, and levels. This position exercises professional judgment and expertise in the selection of appropriate materials and online resources to serve the needs of our community, keeping abreast of library users’ changing demands and working with other staff members in assessing the library’s material needs. Work is performed with considerable independent judgment and initiative. The Collection Development Librarian will serve as a member of library committees as necessary and participate in community outreach. The Collection Development Librarian is responsible for the supervision of library activities and employees in the evening and weekends as part of supervisory rotation.

Contacts
Regularly interacts with the entire library staff and has external contact with patrons, collection development vendors, and the general public. This position has access to patron information and library resources.

Essential Functions
• Adhering to AFPL Collection Development Guidelines, analyzes community and library data to build a current, relevant collection of adult, young adult, and children’s materials and electronic media, using a variety of sources including journals, media, publishers, and distributors.
• Identifies materials appropriate for standing orders and reviews and edits vendor standing order plans on a regularly scheduled basis.
• Determines and implements standards for core collections as well as prepares selection lists and other bibliographic tools.
• Responsible for maintaining a collection development schedule and budget, to be set annually.
• Provides monthly reporting for collection expenditures.
• Anticipates patron needs by monitoring circulation trends and tailoring acquisitions to anticipated usage models, ordering sufficient quantities in a timely manner.
• Selection responsibilities for the physical collection:
  a. DVDs, adult and youth
  b. Print materials, fiction and nonfiction, adult and youth
  c. Large print, primarily adult
  d. CD and Playaway audiobooks, primarily adult
  e. Video games
  f. Music CDs
  g. Replacements and extra copies
  h. Patron requests, including Interlibrary Loan
  i. Magazines
• Selection responsibilities for the electronic collection (primarily Overdrive):
  a. Fiction and nonfiction, adult and youth
  b. Audiobooks, primarily adult, some youth
  c. Relicensing of Overdrive titles based on patron demand
  d. Managing extra copies based on hold ratios
• Supports Circulation Coordinator in deselection and reassignment of materials.
• Participates in periodic database cleanup projects related to collections.
• Explores new collection development tools to identify areas that will contribute to streamlining workflow.
• Attends meetings and participates in professional associations and activities as assigned; reads professional journals and publications; reviews current information and trends in public library services.
• Compiles and analyzes collection’s statistics for the purpose of making collection recommendations and providing administration with detailed circulation reporting.
• Recommends and develops policies, drafts procedures. Ensures the Department procedure manual is up-to-date.
• Periodically provides direct circulation desk activities, including but not limited to check in/out materials, answer incoming phone calls, process library items, shelve materials, empty book drop.
• Provides reference, reader advisory, and other core library services; assists patrons in the use of library resources regardless of format.
• Serves on the Library’s Staff Strategic Committee.
• Offers suggestions for capital projects to improve department operations.
• Participates in community outreach.
• Responsible for supervision of activities and employees in the evenings and weekends as part of supervisory rotation and supervises library operations in the absence of the Director and Assistant Director.

Management Duties
1. Participates in the development of a departmental budget as part of the organization’s budget preparation process, and operates within budget limitations.
2. Provides policy input to Director and Assistant Director.
3. Serves as the Person in Charge, as scheduled.

Collateral Functions
1. Attend relevant workshops as necessary to maintain professional certification and/or knowledge.
2. Adheres to the library’s security guidelines and ensures the appropriate handling of sensitive information.
3. May work non-traditional hours based on operational needs and to meet the needs of the community.
4. Completes special projects specific to the function of the library or as needed for the library.
5. Other duties as assigned within the scope of position expectations.

Knowledge, Skills, and Abilities
A. Working knowledge of broad-based collection development practices; current trends in selection and ordering.
B. Knowledge of patron driven programs and vendor services; library automated systems.
C. Knowledge of a wide variety of reference sources, authors, literature, publishers, and publications.
D. Skill in interpreting data from many sources in analyzing collection needs.
E. Experience managing collection development in public libraries.
F. Knowledge of theory and practice of collection development, including usage analysis.
G. Possesses strong interpersonal skills as demonstrated by courteous, cooperative, and professional interaction with colleagues and patrons.
H. Ability to supervise staff by implementing human resources strategies and employment best practices.
I. Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
J. Great team-building skills, including past successes with collaboration.
K. Ability to operate a computer and use a variety of common software programs including Microsoft Word and Excel, and custom databases.
L. Strong written and verbal communication skills, can effectively communicate with individuals and groups.
M. Demonstrates ability to follow oral and written instructions independently.
N. Ability to follow-through with strong attention to detail.
O. Ability to work well and maintain professionalism under occasional times of stress and pressure.
P. Familiarity with operating office equipment and standard clerical practices.
Q. Adheres to all library and departmental policies and procedures.
R. Attends all library in-services as required.
Experience, Education, and Licensure

Minimum Experience: At least three (3) years full-time experience in a public library setting interacting with the public with at least two (2) years’ experience selecting materials across format and age range for a public library collection. Also required:

- Demonstrated experience using at least one public library vendor tool (e.g. Bibz, iPage, or TS360).
- Supervisory experience in a library or similar setting

Must be at least 18 years old to apply. Employment offers are conditional upon a successful background and reference check and include a probationary period.

Minimum Education: Master’s Degree in Information/Library Science (MLS/MLIS) from an ALA-accredited program. A current New Jersey Professional Librarian Certificate is required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will spend the majority of their time sitting and occasionally will stand. The employee will occasionally reach, stoop, kneel, or climb a stool to shelve and browse books.
2. The employee will use their hands to use library tools and equipment, such as a computer keyboard and mouse.
3. The employee must occasionally lift and/or move up to 35 pounds; and occasionally push/pull a loaded book cart weighing up to 200 lbs. over carpeted floors for up to 60 feet or pull a loaded book drop cart from the outside of the library into the building.
4. The employee will frequently speak and listen when interacting with colleagues and patrons.
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. Patron traffic fluctuates on a seasonal basis.
3. The temperature in the work environment is controlled.
4. Although work is primarily indoors, you may be required to travel outside to other community locations.
5. Position may require occasional trips to attend conferences, seminars, and meetings.

Nothing in this position description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.