

The job description below is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the employee a general sense of the responsibilities and expectations of this position. Bucks County Free Library reserves the right to modify this job description at any time with or without notice.



Bucks County Free Library Job Description

Job Title:	Collection Management Librarian
Job Classification:	Librarian 2 or Librarian 3
Department Name:	Collection Management
Reports To:	Collection Management Coordinator
Date Prepared:	February 2017
Approved By:	Chief Executive Officer

POSITION SUMMARY: Identifies, evaluates, and selects materials for the library's collection, using reviews, catalogs, recommendations, and current holdings to determine selections. Compiles and submits order lists of books, magazines, audiovisual, and electronic materials. Performs original and copy cataloging. Resolves cataloging problems. Conducts routine database maintenance operations. Finds, collects, filters, and organizes information resources and tools to support the needs and interests of library users and further the library's strategic goals. Writes promotional material for library users in their terms and on their level so that the library's message is more readily received. Cultivates a library presence on selected social media sites. This is a bargaining unit position.

EDUCATION AND EXPERIENCE:

- Requires a master's degree in library and information studies
- **Librarian 2:** At least three years progressively responsible related experience, including one year of public library collection development work
- **Librarian 3:** At least five years progressively responsible related experience including two years of public library collection development work
- Must have current driver's license, insurance, and own transportation or ability to travel among many library sites

SCOPE OF RESPONSIBILITY:

- **Supervisory Responsibility:** Functions as a lead worker performing essentially the same work as those supervised but providing some guidance or training to others. Has input into performance evaluations.
- **Supervision Received:**

Librarian 2: Work is assigned and performed under general supervision with little functional guidance, following established procedures. Situations are rarely referred to a supervisor unless a change to policy or procedure is involved.

Librarian 3: Position functions under the general direction of a supervisor or manager and uses a wide range of procedures to meet job responsibilities. Situations are rarely referred to a supervisor unless a change to policy or procedure is involved.

- **Customer Satisfaction and Service:** Understands and communicates moderately complex information and identifies and resolves routine problems to ensure that customer satisfaction and service are maintained through daily interaction with internal and external contacts.
- **Decision Making Impact:** Productivity or actions affect a number of work groups, an entire function or large department or numerous customers.
- **Communication Type:** Interaction requires moderate tact and cooperation, such as scheduling or coordinating multiple priorities and responding to questions which require some research to provide the correct answer.
- **Communication Level:** Level of contact is primarily with media professionals, co-workers, colleagues, administrators or department heads, and community representatives.
- **Complexity:** Work is diversified and moderately complicated, requiring judgment to select options and in applying established practices and procedures. Involves regularly making choices about how to address problems.
- **Budget Responsibility:** Keeps budget records, including cash receipts, but is not responsible for authorizing expenditures.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Identifies, evaluates, and selects materials for the library's collection, using reviews, catalogs, recommendations, and current holdings to determine selections.
- Compiles and submits order lists of books, magazines, audiovisual, and electronic materials.
- Performs original and copy cataloging. Resolves cataloging problems. Conducts routine database maintenance operations.
- Finds, collects, filters, and organizes information resources and tools to support the needs and interests of library users and further the library's strategic goals. Writes promotional material for library users in their terms and on their level so that the library's message is more readily received. Cultivates a library presence on selected social media sites.
- Plans and conducts training in areas of expertise. Fosters staff skill development through personal example and coaching. Connects staff to targeted and relevant training, mentoring, and peer group opportunities.
- Participates in public services work as scheduled. Participates in events that will increase library awareness or promote goodwill.
- Develops and maintains constructive and cooperative working relationships with senior management, co-workers, staff, community members, and outside groups.
- Provides information to supervisors, co-workers, and staff by telephone, e-mail, or in person. Compiles and prepares statistical and other reports, correspondence, procedures, and information required by management. Reviews reports and information pertaining to library activities to verify details, monitor work activities, assess performance, and provide feedback.
- Prepares and presents operational and project plans and progress reports.

- Participates in planning for library services. Demonstrates the role implementation can play in delivering improved library services. Inspires others to apply new approaches and technologies to customer service and productivity.
- Attends and participates in meetings and training sessions. Engages in professional development activities, such as taking continuing education classes and attending or participating in conferences, workshops, professional meetings, and associations.
- Serves as a participant or leader of internal or external committees or teams.
- Stays on the forefront of library advances and trends in areas of specialization. Makes recommendations for improvements and implementation of new services.
- Assumes other duties and projects as assigned.

REPRESENTATIVE KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of business and management principles involved in strategic planning, budgeting, resource allocation, human resources, leadership, and coordination of people and resources and their application in solving library operational problems.
- Knowledge of standard practices for providing customer service in libraries, including needs assessment, meeting quality standards, and evaluating customer satisfaction.
- Knowledge of methods of promotion of services and programs in the community to achieve library objectives.
- Knowledge of the philosophy and objectives of public library service and the principles and methods used in library system operations.
- Knowledge of methods of preparation of budget requests and grant applications.
- Knowledge of principles and methods for teaching and instructing individuals or groups and how to measure training effectiveness.
- Knowledge of personal computer hardware and software and library information systems.
- Knowledge of administrative and clerical office procedures and systems, such as word processing, spreadsheet, and database programs.
- Knowledge of current trends in reading, public library collections, and the publishing industry.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Coordination skills. Ability to adjust actions as needed in relation to others' actions or changing conditions.
- Judgment and decision making skills. Ability to consider and anticipate the relative costs, benefits, and possible consequences of an action.
- Active listening skills, such as giving full attention to what others are saying, taking time to understand key points, asking questions, and listening without unnecessary interruption.
- Time management skills, including the ability to manage the time of others.
- Ability to apply critical thinking skills such as logic and inductive or deductive reasoning to analyze problems, identify alternative solutions, and implement plans in support of goals.
- Social skills. Awareness and understanding of others' reactions.
- Ability to speak clearly and identify and understand the speech of others.

- Ability to clearly communicate information and ideas in writing and speaking in English so that others with differing knowledge, skills, abilities, education, and experience will understand.
- Ability to read and listen to and understand complex information in English.
- Ability to consistently arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Ability to generate or use different sets of rules for combining or grouping things in different ways.
- Selective attention, the ability to concentrate on a task over a period of time without being distracted.
- Ability to see details at close range, within a few feet of the observer.

COMPETENCIES:

Job Knowledge – General: Demonstrates and applies knowledge, skills, and abilities necessary to independently perform essential job functions, including policies, procedures, and strategic plan goals; actively engages in activities to improve performance, such as training and self-directed learning

Job Knowledge – Due Diligence: Maintains records and manages cash and/or property according to library policies; protects library assets

Job Knowledge – Technology: Demonstrates and applies skill in the use of equipment, tools, and technology necessary to independently complete assignments and assist others

Dependability: Meets attendance standards; initiates and accomplishes workload without being prompted; manages time effectively

Productivity and Initiative: Works independently with minimal supervision; makes decisions and takes action within the scope of responsibility; willingly accepts new responsibilities; prioritizes work and meets deadlines; processes and completes work accurately and efficiently; handles multiple priorities with ease

Work Relationships and Demeanor: Maintains cooperative and productive relationships; willingly assists with formal or informal coaching or training; acknowledges and accepts feedback, suggestions, or constructive criticism; displays a positive approach and enthusiasm about the library and job responsibilities; treats obstacles as solvable challenges; actively works to maintain and improve staff morale

Customer Service: Delivers friendly, courteous service; anticipates and meets customer needs and expectations without reference to internal operations or constraints; handles problems with patience and tact; resolves routine problems without referral to a supervisor

Communication: Communicates effectively in person, by phone, and electronically; expresses ideas clearly with correct grammar; uses active listening skills; matches communication method to the situation and the needs of the recipient

Change and Innovation: Adapts to new or changing priorities; makes recommendations for operational improvements; initiates creative ideas

PHYSICAL DEMANDS:

Amount of time spent on the following physical activities. Definitions below indicate the frequency of occurrence.

- None – The person does not perform this activity.*
- Occasionally – The person does the activity up to 33% of the time.*
- Frequently – The person does the activity 34% to 66% of the time.*
- Continuously – The person does the activity 67% to 100% of the time.*

<u>Activity</u>	<u>None</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive Hand Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching/Working Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing or balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping, kneeling, crouching or crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? Yes No
 If so, how much and how often?

<u>Activity</u>	<u>None</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs. (force exerted)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 lbs. (force exerted)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>