



**Bucks County Free Library
Job Description**

Job Title: Collection Management Associate

Job Classification: Library Assistant

Department Name: Collection Management

Reports To: Collection Management Coordinator

Date Prepared: February 2021

Approved By: Chief Executive Officer

POSITION SUMMARY: Ensures that collection management priorities and deadlines are met. Completes tasks as needed and reports on progress to the manager. Assists departmental staff with problem solving. Identifies, evaluates, and selects materials for the library's collection. Compiles and submits order lists of library materials. Purchases library materials based on library user requests and community needs. Collects orders for library materials and places orders. Adjusts flow of data entry and materials to maintain work order and quick turnaround times. Participates in the departmental rotation of duties as needed, including, but not limited to copy cataloging, unpacking deliveries, and processing new materials

MINIMUM EDUCATION AND EXPERIENCE:

- Requires a bachelor's degree
- Two years related experience
- Must have current driver's license, insurance, and own transportation or ability to travel among many library sites
- Must provide or obtain at own expense the PA Child Abuse History Clearance, the PA State Police Criminal Record Check, and the FBI fingerprint background check.

SCOPE OF RESPONSIBILITY:

Staffing Responsibility: May guide the work of other staff or volunteers.

Supervision Received: 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.

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 the work of others in the immediate work group or several customers.

Communication Type: Interaction requires moderate tact and cooperation, e.g., scheduling and/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 library users, co-workers, and supervisors.

Complexity: Work is generally well defined with clearly stated directions, but involves some non-routine or unusual assignments that may require the use of new approaches or occasional independent judgment.

Budget Responsibility: Keeps budget records, including cash receipts, but is not responsible for authorizing expenditures.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures that collection management priorities and deadlines are met, complete tasks as needed, and reports on progress to the manager. Assists departmental staff with problem solving.
- 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.
- Purchases library materials based on library user requests and community needs. Collects orders for library materials and places orders with vendors in the appropriate formats. Coordinates ordering with collection development staff.
- Adjusts flow of data entry and materials to maintain order and quick turnaround times. Works with staff to identify ways of improving flow of work.
- Participates in the departmental rotation of duties as needed, including, but not limited to copy cataloging, unpacking deliveries, and processing new materials.
- Creates blog posts and social media posts to promote library collections and services.
- Adjusts flow of data entry and materials to maintain order and quick turnaround times. Works with staff to identify ways of improving flow of work.
- Participates in public services work as scheduled. Participates in events that will increase library awareness or promote goodwill.
- Solves complex technical problems with purchasing materials, such as mistaken orders, and works with vendors to provide a solutions. Refers problems to the manager as needed.
- Provides information to managers, co-workers, and staff by telephone, e-mail, or in person.
- Receives, tracks, compiles, and submits statistical and other reports required by management. Reviews reports and information pertaining to library activities to verify details, monitor activities, assess performance, and provide feedback. Uses various databases and tools to input, extract, and compile statistics and reports.
- Tracks, codes, and submits invoices and expense reimbursements for payment.
- Orients, instructs, and trains selected employees.
- Arranges with the direct supervisor for help with ongoing problem-solving assistance, instruction, or training as needed.

- Maintains records in accordance with the library's retention policy. Sorts and routes incoming and outgoing mail. Orders and maintains supplies. Tracks, compiles, and submits library statistics, surveys, and program evaluation forms. Keeps work area and common areas neat and orderly. Monitors and notifies management of the need for IT or Facilities work orders.
- Coordinates projects and activities with management and other staff. Ensures that outcomes are consistent with library goals, policies, regulations, procedures, and guidelines.
- Develops and maintains constructive and cooperative working relationships with senior management, co-workers, staff, community members, and outside groups.
- Communicates, interprets, and explains the library's goals, standards, policies, procedures, and guidelines to staff and the public. Consults with management regarding the interpretation of policies, regulations, and procedures. Participates in development of library policies and procedures.
- 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.
- Participates in professional activities, such as professional reading and attending local and other training and conferences.
- Maintains the orderliness and safety of individual and shared staff work areas.
- Serves as person in charge as needed.
- Participates as a member of internal committees or project teams.
- Meets the requirements of all Bucks County Free Library job and technology competencies.
- Assumes other duties and projects as assigned.

REPRESENTATIVE KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standard practices for providing customer service in libraries, including needs assessment, meeting quality standards, and evaluating customer satisfaction.
- Knowledge of the philosophy and objectives of public library service and the principles and methods used in library system operations.
- Knowledge of the needs and interests of parents, caregivers, and other adults who use library resources and services.
- Knowledge of the principles and processes for showing, promoting, and selling products and services, including marketing strategy and tactics, product demonstration, and sales techniques.
- Knowledge of principles and methods used to measure marketing effectiveness.
- 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 media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Knowledge of graphic design and communication software and apps, including desktop publishing, graphics, photo imaging, instant messaging, video creation and editing, and web page creation and editing software.

- Knowledge of personal computer hardware and software and library information systems.
- Knowledge of administrative and clerical procedures and systems, such as word processing, spreadsheet, and database programs.
- Knowledge of current trends in reading, public library collections, and the publishing industry.
- Ability to consistently arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- 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.
- Skill in identifying the implications of new information for both current and future problem-solving and decision-making.
- 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.
- Manual dexterity, including the ability to move the hand, the hand together with the arm, or two hands to grasp or manipulate objects.
- Ability to add, subtract, multiply, or divide quickly and correctly.
- Ability to see details at close range (within a few feet of the observer).
- Ability to shift back and forth between two or more activities or sources of information, such as viewing, touching, listening, and speaking.
- Ability to make fast, simple, repeated movements of the fingers, hands and wrists.

PHYSICAL DEMANDS:

Amount of on-the-job 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"/>

SIGNATURE

I have read and have been given an opportunity to ask questions regarding this job description.

I also understand that this job description does not constitute an implied or expressed contract for employment with Bucks County Free Library. I understand that this job description does not contain all of the responsibilities that I may be asked to carry out while employed with Bucks County Free Library and that I will perform other duties that are assigned to me to the best of my abilities.

I agree to accept the responsibilities and duties as outlined.

Employee Signature

Date