

Yakima Valley Libraries Collection Development Coordinator FLSA: Non-Exempt

Job Purpose and Summary

Receives information from Selectors, coordinates and inputs orders with appropriate vendors. Coordinates weeding and withdrawal of materials from all collections. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

Supervision Received and Exercised

Receives general supervision from assigned management staff.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves customers without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges customer's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with customers, and verifies that customer's needs are met.
2. Coordinates the processing of collections activities, including overall coordination of system-wide technical processing of selections.
3. Assists selectors in all selections activities, including: locating vendors, processing orders, creating spreadsheets or databases to track magazine selections, downloading outside information to library database (Polaris), etc.
4. Validates purchase orders with vendor information. Responsible for balancing library orders with vendor information.
5. Verifies provisional records, which may include manual ISBN verification.
6. Participates in reassignment and withdrawal of leased materials.
7. Evaluates/withdraws materials, using selection and ordering information from selectors. Ensures that materials are removed from library database.

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8. Coordinates project oriented weeding of materials. Trains others in weeding of materials.
9. Review ILS reports for high demand items no longer available in the collection, and other circulation issues in order to maintain proper flow of collection materials.
10. Assists in identifying staff training needs relating to the collection life cycle and searching using the ILS.
11. Review patron requests for materials not in our collection to determine availability for purchase or ILL request and communicate effectively with patrons regarding the status of their requests.
12. Attends meetings and participates in various committees, as assigned.
13. Performs other duties as assigned.

Qualifications

1. Two years of college or an Associate of Arts degree from an accredited college.
2. Three years of library experience.
3. In lieu of 1-2 above, equivalent technical training, education, and/or experience may be substituted.
4. A valid Washington driver's license.

Knowledge of:

1. English usage, spelling, grammar, and punctuation.
2. Principles and procedures of record keeping.
3. Principles and practices of basic library work, including the Dewey Decimal System.
4. Reference resources (print and electronic).
5. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing and spreadsheet software, emailing systems, and web-based searching.

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Skill in:

1. Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance.
2. Developing and maintaining good working relationships.
3. Listening to, understanding and interpreting information received from library customers and library employees.

Ability to:

1. Gain thorough knowledge of Yakima Valley Libraries policies, procedures and programs.
2. Represent Yakima Valley Libraries in a positive, responsive manner to the public, other organizations and agencies, volunteers, and supporters.
3. Learn and practice the principles of intellectual freedom.
4. Learn and master the integrated library system procedures related to acquisitions.
5. Analyze collection needs, select, weed, and maintain collections in assigned areas.
6. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
7. Maintain tact, courtesy, confidentiality, and strict discretion in dealing with the public.
8. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
9. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.
10. Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.
11. Operate relevant computer systems, including hardware and software and office machines.
12. Obtain and maintain a valid Washington driver's license.
13. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally standing for extended periods of time. Seated and walking occasionally.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with library system staff, library customers, other libraries, agencies and organizations, or vendors will be necessary to provide and receive information, present programs, and resolve situations or problems.

Signature

Date