

**FINAL**

**Yakima Valley Libraries**  
**Assistant Collection Development Librarian**  
**FLSA: Non-Exempt Professional**

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**Job Purpose and Summary**

Assists the Collection Development Librarian in the direction and balance of library collections for the District's libraries. 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. Researches titles and compiles community and library data to support building a solid collection of current adult, young adult, and children's materials from a variety of sources including journals, media, publishers, and distributors.
3. Researches and provides information on the existing collections to help determine materials needed for each library branch. Identifies materials that need to be replaced or added.
4. Adheres to standards for core collections and assists in preparing selection lists and other bibliographic tools.
5. Follows collection guidelines for staff use and assists in updating existing selection guidelines.
6. May assist in training other staff on current weeding techniques and collection development life cycle and vendor websites with librarians.
7. Creates required reports to support branch staff in de-selection and reassignment of materials.

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8. Creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications and appearance while performing duties in both the public and staff areas.
9. Ensures compliance with all applicable Federal, State, and Local laws, regulations, and ordinances as well as all Library System policies and procedures.
10. 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 and publishing.
11. May assist and/or coordinate with Friends of the Library groups for acquisition, disposal, and/or sale of books for their fundraising activities.
12. Performs other work duties as assigned.

## **Qualifications**

1. Master's Degree in Library Science (MLS/MLIS) required;
2. Have or obtain a Washington State Professional Librarian Certificate;
3. At least one year of public library work.
4. A valid Washington driver's license.

## **Knowledge of:**

1. Working knowledge of broad-based collection development practices; current trends in selection and ordering.
2. Knowledge of patron driven programs and vendor services; library automated systems; practices of the national book trade; and national standards.
3. Current public library operations, functions, programs and services.
4. Customer service standards and protocols.
5. Departmental policies, procedures, and service standards.
6. Knowledge of a wide variety of reference sources, authors, literature, publishers and publications.
7. Knowledge of search strategies including use of the Internet, database information retrieval and classification systems.

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8. Theories and practices of collection development, including usage analysis.
9. Principles of intellectual freedom and the Library Bill of Rights.
10. Principles and practices of goal setting and project coordination.
11. Knowledge of current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, office productivity, and other personal computer applications and emailing systems.

### Skill in:

1. Must exhibit effective communication skills, interpersonal skills and flexibility when collaborating with library branches, and when working with vendors, distributors, and the public.
2. Skill in interpreting data from many sources in analyzing collection needs.
3. Must demonstrate competency in computer use including internet, email, Microsoft Office Products (or equivalent). Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.

### Ability to:

1. Ability to work collaboratively with all community libraries to improve library service delivery to the public is required.
2. Ability to work in a pleasant, professional and effective manner with patrons, staff, coworkers, other departments and library branches is required.
3. Proficiency with the library catalog and familiarity with online ordering tools.
4. Demonstrated ability to work well under pressure and to meet inflexible deadlines is required
5. Ability to demonstrate initiative and flexibility
6. Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned.
7. Must communicate effectively using English. Must read, write and understand English at a level appropriate to the position.
8. Obtain and maintain a valid Washington driver's license.
9. Attend work on a regular and dependable basis.

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**Work Environment and Physical Demands**

1. Normally seated, standing or walking at will.
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, will be necessary to provide and receive information.
6. Travel alone within service area may range over 120 miles in a day.

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Signature

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Date