



Muskegon Area District Library

An Equal Opportunity Employer

Deadline to apply: April 13, 2018

Position: Collection Development Specialist Location: MADL Administration

Salary: Non-Exempt - Full time - \$21.00/hour. Excellent benefit package.

The Muskegon Area District Library has 10 locations throughout Muskegon County, including a Library for the Visually and Physically Disabled. Muskegon County is located along the beautiful Lake Michigan shoreline with waterfront, rivers, woods and dunes. You'll enjoy a lifestyle that is *Pure Michigan*.

JOB SUMMARY

Responsible for the administration of collection services operations directly supporting branch operations. Ensures the efficient and effective coordination of physical and electronic resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in the preparation of the Collection Budget and Planning.
2. Ensures staff performance in collection services meets organizational goals.
3. Works under the direction of the Branch Operations Manager to ensure collection services and delivery staff are equipped with the tools and resources necessary to fulfill the requirements of the collection services department.
4. Provides supervision, leadership, direction and guidance in Collection Services, ILS, delivery, Collection Development, acquisitions, patron and staff databases, and ensuring the collection is accessible and representative of patron and organizational needs.
5. Assesses and evaluates collection services staff performance through analysis of a variety of statistical data, patron feedback, and any other relevant source of information available.
6. Participates on MADL committees, consulting with other management staff on all phases of the Library's administrative policies and procedures, activities and programs. Provides leadership and direction to committees and task forces.
7. Participates on professional committees at the local, state or national level.
8. Identifies new/emerging trends through periodicals, conferences, professional organization, or other relevant medium. Communicates pertinent information to MADL for possible consideration.
9. Attends meetings deemed necessary by MADL. May include meetings with local Library Advisory Boards, Friend of the Library organizations and the Lakeland Library Cooperative.
10. Assesses, evaluates, and plans for MADL collection growth, delivery logistics, and collection management through regular meetings with branch staff.
11. Plans and coordinates staff meetings for Collections Services Staff.
12. Assesses and evaluates circulation services through regular meetings with branch staff, branch visits, and LLC Circulation Forum.
13. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Master's Degree in Library Science from an ALA accredited college or university with one-year library experience OR Bachelor's Degree with 3-4 years of library or readers advisory experience. Some course work in management or business preferred.
2. Ability to travel between work locations and related places of business as needed.
3. Comprehensive knowledge and understanding of the principles, methods and practices of public library operations.
4. Demonstrated management and leadership skills necessary to plan and administer the services, which meet the goals contributing to the overall success of the Library.

5. Ability to work under general administrative direction with considerable latitude, and exercise independent judgement, subject to policies formulated by the Library Board.
6. Interpersonal and communication skills necessary to work with a variety of individuals and establish effective working relationships with Library patrons and personnel, civic leaders, community group leaders. Must be able to demonstrate effective oral and written communication skills.
7. Analytical ability to interpret community interests and needs, identify opportunities for improvement and problem resolution, and develop long-range plans including goals, objectives and strategies.
8. Visual acuity necessary to view a computer screen and written materials.
9. Hearing ability to answer phones and patron inquiries.
10. Computer skills necessary to utilize word processing, spreadsheet computer software applications and Internet services.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee will frequently, sit, stand and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move up to thirty (30) pounds such as boxes of books and equipment. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

1. Generally will work within a normal office environment.
2. The noise level in the work environment is usually quiet and work is performed indoors.
3. Will require frequent travel between MADL locations, and may include out of county travel for meetings and conferences.
4. Work hours may be varied, including evenings and weekend hours.

SPECIAL REQUIREMENTS

Possession of a valid driver's license and must have insured vehicle for use on Library business.

*The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.

To apply for this position send a completed application (applications can be found at www.madl.org), resume and cover letter to:

Muskegon Area District Library

Attn: HR

4845 Airline Road

Muskegon, MI 49444

Fax: 231-737-6307

Or email to jwonders@madl.org