



August 8, 2022

LIBRARIAN II Collection Development
Collection Services (Eastern Branch Lower Level)
Full time

JOB SUMMARY

Under the general direction of Collection Services Manager, this employee is expected to perform all phases of work relative to collection development and maintenance, including training related to access and marketing of physical and digital materials for adult services.

DUTIES AND RESPONSIBILITIES

- Select, recommend for purchase and maintain materials in area of specialization for distribution to all branch libraries.
- Resolve procedural or operational questions for branch libraries as it relates to collections and collection maintenance.
- Develop and maintain a thorough and comprehensive knowledge of the JDL Materials Selection Policies.
- Consults on the development of policies, procedures, standards and guidelines as related to collections in all formats both physical and digital.
- Consults with Collection Services Manager and Cataloger on analysis of collections use, distribution, and organization. Provides information on classification of materials, collection utilization, collection organization, location requirements, inventory requirements and other collection management tools required to support public access.
- Collaborates with Marketing Staff relative to the promotion of library materials and services.
- Maintains working knowledge of electronic devices used for reading, listening and viewing.
- Assists public service staff with requests for information as it relates to collections and digital services.
- Serves as liaison between departments and branch libraries regarding any selection or collection maintenance issues. Visits branches regularly throughout the year to analyze collections and solicit feedback form staff.
- Participates in planning process for materials budget.
- Participates in planning, forecasting, allocating and monitoring materials expenditures.
- Responds to patron inquires related to all material collections and digital services.
- Performs research and draft responses relative to patron requests for Review of Library Materials.
- Assists all library staff as it relates to the State union catalog (MeLCat), and OCLC WorldCat Discovery.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Master's Degree in Library Science from an ALA accredited college or university.
- Minimum two years recent experience as a professional librarian working in adult or youth services.
- Broad interest across all formats of materials both physical and digital offered by JDL.
- Familiarity with SirsiDynix, OCLC and MeL (Michigan eLibrary) is preferable.
- Knowledge of trends, in publishing, distribution and subject matter as it relates to the acquisition of library materials and services.
- Maintains a customer service focus in interactions with vendors, co-workers and library patrons.

8/8/2022



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A PLACE TO DISCOVER

- Comprehensive knowledge and understanding of current and future trends relative to principles, methods and practices of public library operations.
- Understand and apply the principles of intellectual freedom.
- Communicate professionally, both written and orally, with co-workers, vendors and public using diplomacy and tact in all situations.
- Demonstrated knowledge of public library computer hardware and software applications.
- Analytical ability to research information, evaluate and analyze materials and trends and summarize findings in a written document.
- Working knowledge of personal computers and software, online resources, personal electronic devices, and automated library systems. Ability to use printers, copiers, scanners, and any other commonly used equipment in an office environment.
- Ability to work with minimal supervision, recognize and set priorities to organize and coordinate own tasks and work collaboratively in a team environment.

PHYSICAL REQUIREMENTS:

Ability to stand, sit, bend, twist, stoop, reach and grasp, walk, push, pull or lift materials or equipment weighing 15 pounds or more and manually manipulate computer, keyboard, mouse, scanner etc.

BENEFITS:

Vacation, Sick, Personal time
Paid Holidays
Health Care Insurance
Flexible Spending Account
MERS Hybrid Pension Plan
MERS 457
Life Insurance
Employee Assistance Program
AFLAC

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

EOE

COVER LETTER REQUIRED

22-040

Hours/week 40
Hourly rate 27.91
Closing date August 17, 2022