



Juvenile Collection Development Librarian

Department: Outreach and Collection Services

Reports to: Head of Outreach and Collections

Chain of Command: No

Certifications: LC 3

Level: 5

FLSA Status: Non-Exempt

Position Summary

All staff work together to create opportunities for our community to become its best. As a member of the library team, I am essential in providing excellent experiences by being proactive and helpful. Being hospitable and positive, I assist in the use of library resources by putting collection and material selection procedures into action.

Essential Functions

Expertise

- I select materials of quality, currency, and popularity based on user needs and interests within the guidelines of the Collection Development policy for Juvenile collections for all library locations. I review and select based on multiple formats.
- I visit all locations, assist or observe patrons, discuss collection needs with staff, examine and evaluate collection and weed collection as per the policy.
- I analyze and compare collections at each location and review monthly lists for reorder or withdraw.
- I represent the needs of the department by supervising within the department's chain of command, as well as directing and leading in the absence of the department head.
- I represent the library at community events and organizational meetings when needed.
- I participate in planning and implementing library events and programs as they relate to my department and the library as a whole.
- I have a broad understanding of librarianship, and use my skills to aid other employees. I am an advocate for the freedom of information and the equal opportunities the library affords to all people within our community.
- I create opportunities for our community and visitors to become their best by demonstrating exceptional experiences in the library.

Customer Service

- I am approachable and understanding so that I can assist patrons in accessing materials by selecting a wide variety of materials.
- I remain customer focused when offering assistance to patrons or when answering directional or general library questions.

- I communicate well when answering the phone in order to assist patrons, vendors and staff.
- I understand technologies such as the copier and the OPACs in order to give quick and effortless help to our patrons.
- I help resolve issues with patrons and help assure they have good experiences in the library.
- I am an advocate for books and reading, taking the time to talk to patrons when assisting them.

Professionalism

- I am a vital component in an engaged and thriving community.
- I represent KHCPL by being ethical, sympathetic, and responsible.
- I communicate well, in person and by email or phone.
- I keep the library a welcoming place by knowing and reminding patrons of the Patron Code of Conduct.
- I will work with and cooperate with all staff in all departments to keep a friendly and inviting library.
- I stay informed of library news and events by regularly reading and responding to email, memos, and other library related documents.
- I remain flexible and accept new or temporary job duties as the need arises and the library evolves.

Nonessential Functions

- I assist in preparing and monitoring a budget for the materials I select.
- I frequently communicate with my supervisor and other staff to give input and ideas on how to continually make the library a better place for our community.
- I recognize that we work as a team, and help out coworkers in my own department and in other departments as I am able.

CORE ABILITIES CRITICAL TO ALL STAFF

- I am customer focused.
- I am cooperative and a collaborator.
- I am understanding and compassionate.
- I am a self-starter and have a strong work ethic.
- I am flexible and open to change.
- I am an effective communicator.
- I am a problem solver.
- I am responsible and honest.
- I am ethical, use good judgment, and stay calm under pressure.
- I am a continuous learner.
- I am approachable.

Knowledge and Skills

- Exhibits strong written and verbal communication.
- Highly organized and detail-oriented.

Educations/Experience and any pertinent Certifications

- MLS or MSLA from ALA accredited school.
- Must have a valid Indiana's driver's license, or the ability to attain one.
- Must have a current Indiana Public Library certification, or the ability to attain one. Level 3 or higher.

Working Conditions

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the functions of the job, usually no less than 25 lbs. and no more than 50 lbs.
- Sit, stand and walk for required periods of time
- Utilize standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal, spoken word levels.
- Communicate effectively in English, using proper grammar and vocabulary.
- Use hands, arms, and fingers to handle objects and operate tools, computer, and/or controls.
- Work in normal library working conditions; moderate exposure to office and maintenance chemicals.
- Encounter normal fluctuations in interior conditions, such as noise and temperatures.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments or working conditions associated with this job.

Kokomo-Howard County Public Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. We encourage applications from members of underrepresented minority groups.