

## Job Description

**Job Title:** Library Collection Specialist

**Job Code:** 907030

**Job Family:** Library

**Pay Grade:** JC.17.17

**FLSA:** Exempt

**EEO:** Professionals

**Department/Agency:** Library

**Position Number(s):** Multiple

**Recommended Position Title(s):** Collection Specialist

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**Essential Duties:**

- Selects content in all formats to ensure a balanced collection in line with the Library Collection Policy and Strategic Plan; reviews and evaluates materials for addition to the collection using relevant review sources; manages and expends budget; coordinates Library staff and patron input into the collection. Actively develops workflow efficiencies in the selecting and ordering processes; maintains expert knowledge of publishing and writing trends.
- Evaluates and manages the system-wide collection for focus area; develops core lists, analyzes data, recommends collection-related changes, develops weeding models, and trains staff as appropriate.
- Leads Library committees and projects teams; represents department to the public.
- Stays current with professional library and technological trends and literature and participates in national, regional and local library groups.

**Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

**Minimum Job Requirements:**

Master's degree in Library Science or related field of study; demonstrated knowledge of collection history and trends; and a valid driver's license with an acceptable driving record.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

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### **Preferred Job Requirements:**

Two (2) years of experience with selection of library materials or experience in publishing field; demonstrated ability to analyze data, statistical and financial reports; and demonstrated ability to work with the public.

### **Education/Experience Substitutions:**

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.