

Tracy Memorial Library

Collection Development & Circulation Specialist Job Description

A. Job Summary

This position is responsible for assisting with the management and development of the adult collection, and also for providing comprehensive service to library patrons at the Main Floor Circulation Desk.

B. Supervision Received

Works under the direct supervision of the Circulation Manager (Circulation Functions) and the Assistant Director (Collection Development), and also under the broad supervision of the Library Director.

C. Supervision Exercised

Occasionally supervises volunteers on the Main Floor.

D. Examples of Duties

1. Circulation

- Greets and assists the public in person, over the telephone, and via email.
- Provides reader's advisory and guidance in locating library materials. Answers directional and procedural inquiries and basic reference questions.
- Processes and shelves materials and assists in the general upkeep of the public areas of the library.
- Uses automated library software to check in, check out, renew and reserve library materials, including books, audiobooks, magazines and movies.
- Registers new patrons for library cards and maintains patron records.
- Assists patrons in use of the photocopier, online catalog, public computers, audio-visual system, and general troubleshooting related to technology and devices.
- Collects money for fees and resolves patron service problems, notifying Circulation Manager or Director as necessary.
- Performs opening and closing procedures for the Library.
- Assists with scheduling patron use of the meeting room according to Library policy.
- Shelves materials accurately.
- Sorts and distributes mail.
- Assist with library programs, displays, and special projects as needed.
- Performs other duties as assigned.

2. Collection Development

- Assist with the ordering of new and replacement books.
- Assist with reviewing the collection and making recommendations for weeding.
- Coordinate and assist with the creation of book display and collection spotlights.
- Coordinate the display of patron collections in the glass display case.
- Assist with seasonal decoration of the interior of the Library.
- Assist with wayfinding signage for the collection throughout the Library.
- Stay informed about trends and best practices in library merchandising and display techniques.
- Maintain knowledge of assigned collection subject areas.
- Maintain knowledge of best practices in collection development, particular with regard to weeding.
- Assist with other collection development projects as needed.

E. Minimum Qualifications Required

1. Education and Experience

1. Bachelor's Degree from an accredited college or university AND minimum two years' experience working in a library; OR any equivalent combination of experience and training providing the required knowledge.

2. Knowledge and Skills

- Understanding of basic library shelving conventions and practices.
- Strong background and genuine enthusiasm for working with the public
- Knowledge and appreciation of books, literature, and movies
- Creativity, flexibility, and attention to detail in completing various tasks
- Excellent communication and customer service skills
- Strong organizational, computer, and keyboarding skills; general savviness regarding technology and interest in keeping up with fast-paced change
- Ability to work as part of a team, as well as independently
- Common sense and sound judgment
- Experience in library services and automated library systems (ideally Koha) preferred
- Knowledge of recommended practices for library collection development preferred
- Experience with ordering library materials through booksellers such as Baker & Taylor preferred.

3. Physical Requirements

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

- Reach highest and lowest shelves in the Library, with use of a stool or stepladder
- Move book carts between multiple floors, with use of an elevator
- Lift and carry loads of up to 25 pounds

F. Scheduling Requirements

This position is an hourly, part-time, non-exempt position with a semi-regular schedule of at least sixteen hours per week. This position is required to work one evening per week (Thursday) and 2-3 Saturdays per month. Flexible schedule preferred.

G. Pay & Benefits

This position has a starting wage of \$15.20-\$22.79 per hour. This position does not include any benefits.