



Career Service Authority

Selection Librarian

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GENERAL STATEMENT OF CLASS DUTIES

Assists the Collection Specialists and Collection Services Manager to ensure that library materials are selected, maintained, preserved and used according to the Collection Development Policy and the strategic plan of the Library.

DISTINGUISHING CHARACTERISTICS

This class recommends purchases and orders materials. It is distinguished from the Reference Librarian, which performs general reference, subject research, reader guidance services and prepares bibliographies and booklists.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered and presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

May perform leadwork as assigned.

ESSENTIAL DUTIES

Recommends purchases and orders materials by reviewing advertisements, lists announcements, selected publishers; and vendors' catalogs, reviews journals and small press titles.

Contributes to the library customer services mission by assisting library customers and staff as needed and requested.

Maintains communication with publishers, local book dealers, vendors and customers and tracks the purchasing of special orders.

Works with the Collection Specialist and Collection Services Manager to evaluate and update the Collection Development Policy.

Searches database (CARL) for materials on hold and for pre-selected information to evaluate problems with distribution and circulation of the collection.

May coordinate the gift acceptance and review process.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Manages and Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technology Application - Uses machines, tools, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Memory - Recalls information that has been presented previously.

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Skill in evaluating items related to the area and making recommendations for purchase.

Skill in communicating, establishing and maintaining effective working relationships with other employees, organizations and the public.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.

Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.

Physical Demands:

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Subject to many interruptions.

Education Requirement:

Master's Degree in Library Science from an American Library Association accredited program.

Experience Requirement:

One year of experience in a library or publishing environment with a customer-centered focus.

Education/Experience Equivalency:

Additional appropriate education or work experience may be substituted for the one year of minimum experience requirement.

Licensure and/or Certification:

None

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 03/16/2007

REVISED BY: Vivian Atkins

CLASS HISTORY: Job Title change and correction to general statement of class duties.