



## Office of Human Resources Collection Specialist – LQ1278

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### General Statement of Duties

Ensures that materials for the circulating collection are selected, organized, maintained and used according to the guidelines of the Collection Development Policy and the strategic plan of the Library.

### Distinguishing Characteristics

This class works closely with the Collection Services Manager and related departments to interpret and implement the strategic goals of the Library as well as the Collection Development Policy. It is distinguished from the Special Collection Librarian, which provides in depth research assistance, prepares bibliographies and booklists for distribution to customers, other Library systems and community organizations. It is distinguished from the Selection Librarian, which assists the Collection Specialist and Collection Services manager in selecting, maintaining and preserving materials.

### Essential Duties

Works closely with the Collection Services Manager and related departments to interpret and implement the strategic goals of the Library as well as the Collection Development Policy. Assists staff with collection evaluation.

Maintains communication with publishers, local book dealers and vendors, reviews publishers and wholesalers; contacts for advance copies of library materials.

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

Serves as the Collection Specialist for assigned area by participating in statewide programs about collection development and other related subjects.

Participates in the Request for Reconsideration process for assigned areas of the collection.

Selects materials for the circulating collection in accordance with strategic goals of the Library and the Collection Development Policy.

Monitors the expenditures for assigned areas.

Trains staff in collection development philosophy and procedures.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

### Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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.

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

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

None

### **Level of Supervision Exercised**

By position, performs leadwork.

### **Education Requirement**

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

### **Experience Requirement**

Two (2) years of professional library experience including one year of experience in a customer-centered environment.

### **Education & Experience Equivalency**

No substitution of experience for education is permitted.

### **Licensure & Certification**

None

### **Working Environment**

For DPL Positions Specifically:

Potential exposure to infections and contagious diseases.  
Subject to varying and unpredictable situations.  
Subject to many interruptions.  
Pressure due to multiple calls and inquiries.  
Handles absentee replacement on short notice.  
Handles emergency or crisis situations.  
Personal Safety: aware of surroundings, people, and events.

### **Level of Physical Demand**

For DPL Positions Specifically:  
2-Light (10-20 lbs.) to 4-Heavy (50-100 lbs.)

**Physical Demands**

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Crouching: Positioning body downward and forward.

Eye/hand/foot coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: By Position, may move objects 10-20 pounds, 20-50 pounds, or 50-100 pounds from one level to another.

Neck Flexion: Perceiving objects located above or below.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands, arms, or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

**Background Check Requirement**

Criminal Check

Employment Verification

Education Verification

**Assessment Requirement**

None

**Probation Period**

None

**Class Detail**

**Pay Grade: EX-07**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 9/8/2024**

**Revised By: SO**

**Class History: 9/8/24 – Revised Job Family/Job Code.**