



## **JOB DESCRIPTION – Las Vegas CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** Adult Collection Development Librarian

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Professionals

**BARGAINING UNIT:** Supervisory

### **GENERAL SUMMARY:**

Under general supervision, interacts with external and internal customers to serve as a resource specialist. Coordinates the processes and assists the staff district-wide to select materials and develop collections to meet community needs. Receives direct supervision from the Head of Collection and Bibliographic Services. Exercises general supervision over assigned subordinate staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Utilizes online vendor selection and ordering tools, print review and other media sources to make purchase decisions.
2. Researches, evaluates, selects, and recommends purchases of digital and other electronic content, emerging technologies, and new formats.
3. Counsels and works with selectors and/or Branch Managers to strengthen adult material collection weaknesses and makes collection recommendations.
4. Monitors the creation of book lists as needed by adult services.
5. Provides leadership and direction to professional staff and advises, coaches, and instructs librarians in developing the knowledge and skills needed in their collection development work and for special collection maintenance projects.
6. Interprets and explains Library District materials policies and procedures where appropriate and drafts responses to requests for reconsiderations from patrons.
7. Develops strong working relationships with district staff, vendors and publishers.
8. Keeps abreast of new materials and issues that impact collection development District-wide and adjusts spending and selection to meet demand
9. Recommends and develops District-wide policies and procedures for the Adult Collection.
10. Serves as Chairperson of the Adult Collection Development Committee.

11. Develops collection plan for opening day collections for new and redesigned building projects.
12. Uses statistical data, reports, WorldCat and other tools to assess usage and popularity of library materials.
13. Selects, supervises, and evaluates subordinate staff, identifies training needs, recommends, and/or provides staff training to meet identified needs.
14. Performs other duties as assigned.

### **CORE COMPETENCIES:**

- Instructional design and information literacy within adult collection context
- Research support aligned with adult material curricula and workflows
- Service assessment and data-informed decision-making

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- **EDUCATION:**

**Required:** Master's Degree in Library and Information Science (MLS or MLIS) from a college or university accredited by the American Library Association (ALA).

**Preferred:** N/A

- **EXPERIENCE:**

**Required:** Two (2) years of increasingly responsible experience as a professional librarian required, including experience in collection development and selection of materials for adults.

**Preferred:** N/A

- **LICENSE AND CERTIFICATION:**

**Required:** Possess or be able to obtain a valid Nevada driver's license at the time of hire.

Prior completion of Las Vegas-Clark County Library District's PIC training or completion of core PIC training within six (6) months of hire.

District-provided AED/CPR certification must be completed within six (6) months of hire and must be maintained (current) while in a covered position.

**Preferred:** N/A

- **PHYSICAL REQUIREMENTS:** Although work is performed in a library setting, a limited amount of walking or standing is often necessary to carry out job duties. Tasks may

involve frequent walking, standing, bending, reaching, stopping, and lifting and carrying objects of moderate weight (20-50 pounds).

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of adult collection information resources, including research databases, industry reports, and relevant publications.
- Knowledge of public library principles, practices, and techniques.
- Knowledge of current literature, trends, and developments in the field of library science, especially those pertaining to areas assigned (i.e., adult information services, reference, reader's advisory, technology, etc.).
- Knowledge of adult collection concepts including fundamental business principles, market dynamics, and industry trends.
- Knowledge of Library technologies and digital access systems.
- Knowledge of effective supervisory principles and methods.
- Knowledge of instructional principles and lesson-plan development.
- Ability to teach others how to effectively find, evaluate, and utilize adult collection information.
- Ability to effectively communicate the value of library resources and services to the adult community, through outreach initiatives and marketing strategies.
- Ability to exercise good judgment and make sound decisions.

**DEVELOPED:** August 10, 1998

**UPDATED:** January 23, 2018