



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Collection Development Assistant

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Administrative Support

BARGAINING UNIT: Non-supervisory

GENERAL SUMMARY:

Under general supervision, supports the Collection Development department in complex recordkeeping duties. Performs a variety of clerical duties in accordance with established District policies, procedures, and practices. Typically reports to management-level Library Operations or assigned supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares orders by verifying, inputting, and updating records and data using a library ILS and online sources.
2. Performs a variety of essential and complex record keeping duties such as compiling and recording data from a variety of sources into spreadsheets and order lists.
3. Generates correspondence, minutes, spreadsheets, and other relevant materials appropriate to assigned department, utilizing a computer, library ILS and email.
4. Interacts extensively in person, over the telephone, and by email with District-wide staff.
5. Processes and handles confidential information with discretion.
6. Unpacks and verifies materials received from vendors, donors, and weeding or reassignment shipments from District Libraries.
7. Packs outgoing materials.
8. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel (Basic)
- Recordkeeping and filing principles and methods.

- District, Branch, and Department policies and procedures, terminology and functions.
- Library ILS search procedures and practices.
- Correct English usage, spelling, punctuation, and grammar.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: High school diploma or GED equivalency.

Preferred: N/A

- **EXPERIENCE:**

Required: One (1) year general clerical or secretarial experience.

Preferred: N/A

- **LICENSE AND CERTIFICATION:**

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

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, stooping, and some lifting and carrying of objects of moderate weight (20-50 pounds).

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of records administration and maintenance techniques and procedures.
- Knowledge of automated library systems, online tools and resources, and the internet.
- Ability to perform intermediate search queries.
- Ability to manage time effectively and meet established deadlines.
- Ability to develop, foster and maintain positive interpersonal relationships.

DEVELOPED: August 29, 2002

UPDATED: November 27, 2018