KING COUNTY LIBRARY SYSTEM
Job Description

Title: Collection Development and Analysis Coordinator
Dept.: CMS (Selection and Order) Job Code Number: 10232
Reports to: Manager, Selection and Order Grade Number: 20, Represented
Effective Date: Revised December 2018 FLSA Status: Exempt

General Position Summary:

Manages all aspects of centralized collection development and analysis for new and renovated libraries, such as planning collection layout, compiling budgets, coordinating and participating in selection of materials. Compiles annual materials budget and allocates discretionary budgets among all King County Library System (KCLS) community libraries. Participates in all aspects of selection and coordinates reference selection committee and process. Represents Collection Management Services (CMS) on system committees. This position also performs the functions of Selection Librarians and participates in general collection building and overall policy development with Selection Librarians in a team environment.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Plans and coordinates the assessment and selection of materials for new and renovated libraries.
2. Researches and studies KCLS service area demographics and plans collection development to meet needs and interest of patrons in KCLS communities. Develops and maintains guidelines for collection development, assessment and maintenance.
3. Selects and purchases materials for distribution to community libraries.
4. Compiles and monitors budget for the whole system.
5. Supervises one Library Technician III.
6. Performs statistical and other analyses to identify trends. Monitors effectiveness of selection activities and provides tools for selection and branch staff.
7. Coordinates local author collection development.
8. Recommends, develops, and implements department policies and procedures related to collection development.
9. Compiles selection lists applicable to the reference section of the library and informs community library staff what is available for purchase.
10. Stay current with trends in collection development, public library and other technology trends.
11. Serves as liaison between department and designated community libraries regarding any selection/collection issues.
12. Responds to patron inquires. Provides information and assistance to staff.
Secondary Duties:

1. Participates in professional development activities to upgrade skill level.
2. Serves on system-wide committees.
3. Performs other duties as assigned.

Core Competencies:

Customer Focus
Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity
Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgment
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional and Technical Knowledge
Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Coaching and Counseling
Facilitates the development of other’s knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

Managerial Courage
Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

Communicates Effectively
Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Vision and Strategic Thinking
Supports, promotes, and ensures alignment with the organization’s vision, mission, and values; holds big picture view while setting priorities, often uses breakthrough strategies to find the way
forward.

**Decision Quality**
Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

**Accountability**
Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

A typical way to obtain the knowledge, skills and abilities of the position is:

- Masters of Library and Information Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Three to five years’ experience involving public library services, library operations, and collection management.
- Specialized training in area of expertise sufficient to demonstrate in-depth knowledge of subject and collection.
- Or, any equivalent combination of education, experience and training that demonstrates the ability to successfully perform the duties of the position.
- Considerable knowledge of budget planning, forecasting and control.
- Understanding of library functions, procedures and systems: circulation software functions, knowledge of electronic databases and broad knowledge of library materials, authors, resources and trends.
- Working knowledge of the variety of integrated library system’s (ILS) modules and reporting tools.

**SPECIAL REQUIREMENTS**

Valid Washington driver’s license Washington State Librarian’s Certificate

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, this typing may be repetitive up to frequently. Frequently sits and occasionally will stand and walk. Will frequently reach up to chest level with hands and arms. The employee will occasionally lift to 10 pounds and will seldom push/pull carts using light force.
WORK ENVIRONMENT

Work is in a normal office environment. Extensive PC monitor work, constant sitting and extensive close work are required. Occasional travel to the KCLS facilities throughout King County is required.

Advancement Possibilities:
Manager, Selection and Order
Other managerial position depending on education and experience

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: ______________________
Director of HR