

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Selection Librarian**

Dept: **CMS – Selection and Order**

Reports to: **Manager – Selection and Order**

Effective Date: **Revised October 2022**

Job Code Number: **10216**

Grade Number: **18, Represented**

FLSA Status: **Exempt**

General Position Summary:

Performs a variety of professional library services pertaining to the selection, development and maintenance of the KCLS materials collections. Serves as system-wide expert in a specialized area (i.e. music, adult, children's, young adult) or format (scores, recordings, audiobooks, etc.). Carries out administrative functions such as planning, budget forecasting, system wide coordination and the development of standards, guidelines, and procedures unique to area of specialization. Participates in general collection building and overall policy development with other collection 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. Selects and purchases materials for distribution to community libraries.
2. Develops and maintains a specialized system-wide collection.
3. Assesses collection usage, develops replacement programs, teaches weeding techniques and manages the disposition of materials.
4. Resolves procedural or operational questions for community libraries in areas of specialization.
5. Develops or consults on policies, procedures, standards and guidelines in area of specialization.
6. Develops training in area of expertise and presents workshops.
7. Handles subject referrals from Public Services, and provides guidance with search strategies.
8. Serves as liaison between department and designated community libraries regarding any selection/collection issues.
9. Participates in budget process for department. In assigned area of specialization, plan, forecast, allocate and monitor budget.
10. Provides direction and guidance to subordinate staff in performing ordering and other department functions.
11. Prepares statistical and other reports and analyses.
12. May respond to patron inquiries.

World Language Selector Duties:

1. Works closely with World Language Coordinator from the Diversity, Equity, and Inclusion Department to build relationships with world language speaking communities.

2. Responsible for evaluating World Language collections and practices to understand the needs of the local community.
3. Works closely with branch staff and World Language materials vendors on selection and distribution.
4. Utilizes multilingual abilities to complete tasks.

Secondary Duties:

1. Serves on system-wide committees. Develops programs and workshops in conjunction with organizations involved in area of expertise.
2. Other related duties as assigned.

Core Competencies:

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 about differences.

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.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and 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 better foster personal success and connections for others.

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.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

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.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Teamwork/Collaboration

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Masters of Library Science degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Two to four years' experience in library operations with focus on area of expertise.
- Specialized training in area of expertise sufficient to demonstrate in-depth knowledge of subject and collection.

SPECIAL REQUIREMENTS

Valid Washington driver's license.

Washington State Librarian Certification.

Multilingual abilities preferred for World Language Selectors

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with constant finger use and typing, typing and computer work may be repetitive up to frequently. Constantly sits and occasionally walk and stand. Will frequently reach up to chest level with hands and arms and up to occasionally will bend. The employee will frequently lift/carry less than 3 pounds, 10 pounds occasionally and seldom lift up to maximum 20 pounds and seldom push/pull carts using up to moderate force. Will seldom assist with opening a library, this includes stocking books on shelves, pushing carts, lifting small stacks of books as well as push/pull to straighten shelves.

WORK ENVIRONMENT

Work is performed in a normal library office environment. Constant sitting, extensive close work (eyestrain), extensive PC monitor work and occasional heavy lifting are required.

Advancement Possibilities:

Collection Development Manager
Circulation Manager
Cataloging & Processing Manager

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