



POSITION DESCRIPTION

DATE OF POSTING: January 8, 2019

JOB OPENING: Collection Management Librarian

La Porte County Public Library has an opening for a Collection Management Librarian. In this position, you will be responsible for daily support of system-wide collection management and development through proactively analyzing trends, customer requests, and circulation. This position requires a Masters of Library Science degree and an Indiana Library Certification Level 3 or the ability to obtain within 3 years of start date. A valid driver's license and travel to all locations is also required for this position.

Applications are being accepted at this time. Download and print the application form from our website at <https://laportelibrary.org/employment/>, or ask for an application to complete at any of our locations.

Submit completed application and resume to:

De Burke, HR Professional
La Porte County Public Library
904 Indiana Avenue
La Porte, IN 46350
219-362-6156, ext. 371
dburke@laportelibrary.org



POSITION DESCRIPTION

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|---------------------------|---------------------------------|----------------------------|-------------------------|
| Job Title: | Collection Management Librarian | Job Classification: | Professional I |
| Location: | Main | Reports To: | Public Services Manager |
| Starting Pay Rate: | \$17.00/hour | Position Type: | Non-Exempt |

JOB PURPOSE

Create positive customer experiences with daily support of system-wide collection management and development through proactively analyzing trends, customer requests, and circulation.

ESSENTIAL RESPONSIBILITIES

- Applies LPCPL's customer service best practices (courtesy, professionalism, attitude, safety, quality)
- Applies the LPCPL's material selection policy to select materials that meet evolving community needs and replace and de-select materials based on conditions, usage, space, and budget
- Analyzes usage and trends of collection to develop and implements changes
- Proactively manages the collection system-wide to match the theme of services and events
- Works collaboratively with other library departments to address specific needs for collection management initiatives
- Continually communicates collection management information to staff
- Answers questions, complaints, and comments from library staff regarding collection development
- Communicates with vendors to evaluate vendor prices, products, and services to streamline to achieve customer satisfaction
- Manages standing order programs and lists

POSITION REQUIREMENTS

- You have a Masters of Library Science degree and an Indiana Library Certification Level 3 or the ability to obtain within 3 years
- You understand MARC tag and other catalog protocols
- You previously worked in customer service for one year and have experience analyzing data
- You have critical and independent judgment in assessing collection needs
- You have proficient technology skills, with experience using Excel, the Internet, email, Google Drive and willingness to learn new technologies
- You have excellent communication skills with co-workers, vendors, and customers
- You are positive, adaptable, and forward thinking
- You actively participate in LPCPL committees and regularly write for the staff newsletter
- You display appropriate demeanor at all times; this includes dress, body language, and facial expressions
- You organize multiple tasks and projects to meet deadlines
- You have a valid driver's license and travel to all locations

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Office environment
- Mobility: Repeated movements with wrists, hands, and/or fingers while using keyboard; regularly sits at a desk to do work. Required to travel to all library locations. Occasionally lifts and carries 10 pounds; occasionally pushes/pulls up to 50 pounds using cart; occasionally sits, stands, kneels, squats, bends, twists, grasps, and reaches above shoulders to move materials
- Visual: Spends long periods of time viewing computer monitor
- Must be able to respond to fire alarms, warning sirens, and phone pages