

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 & Order**

Grade Number: **20, Represented**

Effective Date: **June 2002**

FLSA Status: **Exempt**

General Position Summary:

Manages all aspects of collection development for new libraries, such as planning collection layout, compiling budgets, coordinating and participating in selection of materials. Compiles the annual materials budget and allocates all adult discretionary budgets among the 41 King County Library System (KLCs) branches. Represents the Collection Management Services (CMS) on the Electronic Resources Committee, participates in all aspects of adult print selection, selects all circulating CD-ROM's, and coordinates reference selection process.

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 selection of materials for new libraries.
2. Compiles and monitors budgets for new or existing libraries on an annual basis.
3. Selects adult circulating materials.
4. Participates in Electronic Resources Committee selection activities, which include evaluating electronic databases, communications with committee members and keeping up with new developments in the electronic database area.
5. Compiles selection lists applicable to the reference section of the library and informs the Reference Librarians of what is available for purchase.
6. Acts as liaison for branches in removing outdated material, collection development and other troubleshooting.
7. Develops lists of new selections for purchase by branches.
8. Supervises one clerk.
9. Performs statistical and other analyses to identify trends, monitor effectiveness of selection activities and provide tools for selection and branch staff.
10. Participates in professional development activities to upgrade skill level.

Secondary Duties:

1. Supports Reading Advisory Activities.
2. Assists in the selection of children's CD-ROM's.
3. Handles reference gifts.

Communication:

Incumbent communicates with KCLS employees as well as customers, vendors, etc. Contacts are frequently made at the incumbent's initiative or by a third party. Occasionally contacts are made at the supervisor's request. Incumbent has frequent contact with customers. Communications with regard to performance appraisal of staff are sensitive in nature.

Initiative:

This position is involved in the development of collections to be contained in new libraries across KCLS; it is responsible for developing policies/procedures and problem solving across the organization. Some design of new programs/services or concepts is required. The job involves a high degree of complexity as each new library building presents a unique and complex challenge, requiring extensive planning and the coordination of many different selectors, facilities management, business office and branch staff, and related CMS activities. Budgeting is complex due to the size of the budgets involved, number of categories to be equitably allocated, and number of staff affected by the outcome. The incumbent works independently. There are recurring work situations with occasional variations from the norm. Decisions are made within general organizational policy constraints/guidelines.

Accountability:

This position experiences frequent interruption and maximum flexibility is required. Substantial planning and goal-setting activities are involved in the position and the plans have a long-term view in both impact and results. Decisions made by this position have broad/far reaching impact across KCLS new libraries. The incumbent's work is seldom monitored or checked. When it is checked it is reviewed by Business Office or Public Services staff or other CMS staff. An error in work could result in a new library opening with an inadequate or poorly chosen collection leading to public dissatisfaction with the new facility. A delay in the incumbent's work could result in collection not being ready when the library is opened. The incumbent is responsible for maintaining budget records, all of which are public record.

Leadership:

This position is responsible for mentoring as a unit head one Senior Clerk as well as branch library staff on an ad hoc basis. The position is responsible for role modeling and promoting organizational values within the work unit or department and as a representative of the organization to the public/patrons.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Computer training in Word, Excel and Access, Internet and web search skills.
- Three years experience involving public services and selection functions.

Necessary Knowledge, Ability and Skills:

- Thorough understanding of and support of KCLS goals, including intellectual freedom; understanding of circulation software functions, knowledge of electronic databases and broad knowledge of the world of books.
- Extensive knowledge of contacts both within and outside KCLS, budgeting for new collections and new library requirements.
- Considerable knowledge of supervisory practices.
- Knowledge and support of the principles of intellectual freedom.

Ability to:

- Work with computer based spreadsheets, word processing and the Internet.
- Analyze and synthesize data and issues.
- Mathematical and accounting ability.
- Problem solving ability.

Skill in:

- Decision making.
- Communication.
- Teamwork.

SPECIAL REQUIREMENTS

None

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

Work is in a normal office environment. Extensive PC monitor work is required.

Advancement Possibilities:
Services Coordinator Series
Associate Director

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: _____
HR Manager

Final: 7/31/01
Revised: 3/1/08