

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Selection Librarian**

Dept: **CMS (Selection and Order)**

Job Code Number: **10216**

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

Grade Number: **18, Represented**

Effective Date: **July 2001**

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 inquires.

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.

Communication:

Contacts are normally made with KCLS employees and customers, vendors, etc., in individual or group settings. Contacts are frequently made on the incumbent's own initiative or are initiated by a third party. Occasionally contacts are made at the supervisor's request. The position has a requirement to interact with customers regularly. Communications regularly contain confidential/sensitive information necessitating discretion.

Initiative:

The position develops practices and procedures within a department and/or in Collection Management Services, and is responsible for problem solving within the department. Some design of new programs/services or concepts is required. The job involves a moderate to high degree of complexity and the incumbent operates independently with minimal supervision. Recurring work situations are encountered with occasional variations from the norm. Decisions are made within general organizational policy constraints/guidelines, but consistently require exercising independent judgement.

Accountability:

The position encounters frequent interruptions and maximum flexibility is required. Refined planning and goal-setting skills are required and the incumbent plans as part of a group activity. Some strategic planning is required at the facility/department level. Decisions made by this position have broad/far reaching impact across KCLS collections. The position's work is occasionally checked by another, and is consistently monitored by Public Services staff and patrons. An error or delay in work may adversely affect service to the public. Organization resources under the control of the position include the budgets for all funds as well as distribution of funds in area of expertise to branch libraries.

Leadership:

The position is responsible for mentoring staff throughout KCLS in area of expertise and Collection Management in general. It is responsible for role modeling within the department and promoting organizational values such as intellectual freedom and Collection Management standards throughout KCLS 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.
- 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.

### Necessary Knowledge, Ability and Skills:

- Thorough knowledge of, procedures and systems in functions such as ordering and cataloging as well as processing and shipping.
- Considerable knowledge of needs of public/patrons and patterns of use of the subject collection material.
- Working knowledge of Public Services structure preferred.
- Extensive knowledge of material relevant to area of expertise.
- Extensive knowledge of computer related systems and programs including search and retrieval techniques applicable to the Internet.
- Considerable knowledge of trends, publishers, vendors and suppliers as well as changing needs/interests of patron population in area of expertise.
- Considerable knowledge of English and math.
- Considerable knowledge of budget planning, forecasting and control.

### Ability to:

- Recognize and set priorities, and to plan, organize, and direct the work of others.
- Relate materials available in area of expertise to needs/interests of patron population in communities throughout the KCLS area.
- Independently evaluate and analyze information, materials and trends relating to assigned areas.
- Work independently or in a team environment, and serve as an organization resource in developing policies that apply in assigned areas as well as general collection policies, procedures and systems in KCLS.
- Develop programs and train relevant KCLS staff in assigned areas.
- Understand and apply the principles of intellectual freedom.
- Communicate effectively, including speaking, writing and meeting facilitation.
- Exercise initiative and independent judgement in a wide variety of situations.

### Skill in:

- The use of computer hardware and software including the Internet and electronic databases.

- Speaking, reading, writing, and understanding the English language.
- Communicating effectively with employees and vendors regarding general and technical aspects of subject specialization.
- Developing and maintaining a “customer service” orientation towards vendors, employees, staff and others.
- Working independently with little direct supervision.
- Listening to, understanding and interpreting information received from employees, staff and vendors.
- The use of diplomacy and tact to establish and maintain relationships with employees, staff and vendors.

### SPECIAL REQUIREMENTS

Valid Washington driver’s license.  
Washington State Librarian Certification.

### 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 and the ability to adjust focus.

### 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: Managing Librarian Series

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