



FLORENCE-LAUDERDALE PUBLIC LIBRARY

Collection Development Librarian

Salary Range: Full-time position, \$13-\$17 per hour depending on education and experience; excellent benefits package including BlueCross/BlueShield of Alabama, Retirement Systems of Alabama, paid annual and sick leave, plus 12 paid holidays.

Internal Announcement Date: Monday, July 15, 2024

Internal Closing Date: Monday, July 22, 2024

External Announcement Date: Wednesday, July 31, 2024

External Closing Date: Wednesday, August 7, 2024

Please submit a cover letter and resume with a listing of 3 references included. Applicants also need to submit an application for employment: <https://flpl.org/docs/flpl-jobapp.pdf>. Applications may be mailed or emailed to the addresses below:

ATTN: Executive Library Director
Florence-Lauderdale Public Library
350 N. Wood Avenue
Florence, AL 35630
abby@flpl.org

Job Purpose:

The Collection Development Librarian coordinates the systemwide process of evaluating, recommending and purchasing of library materials for the library's collection. This position is also responsible for reviewing the collection to ensure that it meets the needs and wants of the Shoals community. The Collection Development Librarian develops guidelines and procedures for weeding the collection to keep it relevant and updated.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Develops a major collection for the Library involving sensitivity to and experience with targeted readership: recommends the selection, retention, and development of collection; selects books and materials for purchase and prepares order lists; removes and weeds outdated, worn, and little-used materials from library collections as needed; selects books from donations to add to collection; and reads current books, periodicals, book reviews, and reports.
- Serves as the Department Supervisor for Technical Services.
- Serves as the Collection Development Committee Chairperson working with the Executive Director to create, maintain, and follow the library's Collection Development Policy with the

constant goal of providing current and relevant materials to the Shoals community.

- Develops and monitors library acquisition budget: reviews the previous year's expenditures and determines budgetary needs for collection; monitors expenditures for budget compliance; and approves program expenditures prior to submission for payment.
- Administers contracts with vendors of goods and services: according to area of assignment, may administer a variety of contracts including bibliographic cataloging needs, software, database access, and facility needs; creates specifications for RFPs and contracts; participates in vendor selection; evaluates quality/usefulness of products and services; and oversees staff utilization and workflow of vendor services.
- Maintain liaison with integrated library system vendor, to troubleshoot and ensure that we are aware of changes that affect the ILS.
- Prepares or completes various forms, reports, correspondence, performance appraisals, project status reports, grant funding reports, book/material ordering reports, cataloging reports, statistical reports, instructional materials, spreadsheets, speeches, presentations, or other documents.
- Trains staff on the integrated library system as needed.
- Manages the patron requests and fills requests promptly.
- Coordinates with the Technical Services staff to ensure payables for library materials are completed in a timely manner.
- Prepares the annual inventory of the library collections.
- Catalogs collection items as needed and ensures proper cataloging practices.
- Stays informed of professional issues, trends and attitudes, including managerial, financial, political and personnel issues, through reading professional literature, newsletters, journals and electronic media.
- Represents the library at professional workshops or conferences.
- Assists the Executive Director in research on, and implementation of, new library services.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Minimum Qualifications:

A Master's Degree in Library Science is preferred. A relevant bachelor's degree is required and must be supplemented by at least two years of experience in libraries, some knowledge of Integrated Library Systems is preferred. Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all library policies, practices, and procedures necessary to function effectively in the position. Skilled in use of computers, including all Microsoft Office software, Google Drive, and internet searching. Excellent written and verbal skills.

Work Conditions:

- The primary work location is the Florence-Lauderdale Public Library.

- May be required to attend community programs outside normal business hours and outside the library.
- May be required to attend conferences at local, state, and national level that require travel and overnight stays.
- Must hold a valid Driver's License and be able to drive personal vehicles for library business.
- May be required to work flexible hours including some nights and weekends.
- Well organized, detail oriented skills are necessary.
- Proficient on a computer; familiar with software programs such as Microsoft Office, Google Drive, and integrated library systems.
- Must have effective problem solving/ decision making abilities.
- Must have excellent verbal and written skills.
- Ability to stand or sit for long periods of time.
- Ability to reach library materials at least three feet below and five feet above with a step stool or ladder.
- Ability to push carts and bins weighing up to 30 pounds.
- Ability to bend, stoop, twist, turn, and move furniture and library materials from place to place in the library.

The above job description is not intended as; nor should it be construed to be exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Equal Opportunity Employer and E-Verify Participant