



## Salt Lake County Job Description

### Acquisitions Librarian

**DEPARTMENT:** Human Services

**DIVISION:** Library/2500

**JOB CODE:** 189 **GRADE:** 027

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 12/01/2014

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Selects library materials to meet community needs. Analyzes and evaluates branch libraries' collections for currency, diversity and condition. Acts as a resource for library staff in the development and management of local collections.

#### **MINIMUM QUALIFICATIONS**

Master's degree from an accredited college or university in Library Science, Information Science or other ALA-accredited degree, plus two (2) years of experience in selection of library materials and collection maintenance; OR an equivalent combination of related education and public librarian work experience.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Selects materials based on review sources and maintains familiarity with publishing trends.
- Makes recommendations to improve selection and collection management processes.
- Manages funds for materials.
- Develops and maintains strong working relationships with vendors, branches, librarians, and assigned supervisor.
- Assesses collection needs by performing regular visits to branches and keeping abreast of new materials and issues that may impact collections.
- Performs analysis of collections and compiles and reports related statistics.
- Develops best practices for collection maintenance at the system level.
- Manages the internal training for branch collection management.
- Provides reports and pull lists, weeding guidelines and other information as needed in the branches.
- Develops techniques and methods to receive and respond to selection a suggestion from staff and patron inquires, requests and complaints.
- Works with Technical Services to develop workflow for order placement.

- Promotes collections on the web.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Collection development best practices
- Publishing trends “hot” titles, new materials, and current/popular topics and trends
- Budgeting practices
- Process improvement practices

#### **Skills and Abilities to:**

- Perform selection and collection management
- Manage budgets
- Utilize analytical skills
- Analyze statistics
- Work collaboratively across the system
- Work as part of a team
- Work effectively with a variety of groups of people, vendors, and staff
- Communicate effectively in both oral and written form
- Identify appropriate materials to maintain professional skills

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Long periods of sitting at a computer workstation. May be required to lift up to 15 pounds.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 02/25/2015 MP