



Salt Lake County Job Description

Acquisitions Librarian

DEPARTMENT: Human Services

DIVISION: Library/2500

JOB CODE: 189 **GRADE:** 015

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: 01/16/2017 MP