

Manhattan Public Library

Job Description

Job title: Librarian 2, Collection Services
Department: Collections Services
Exempt: No

Salary grade: L
Reports to: Collections Services Manager
Supervisory responsibilities: No

Summary: Responsible for building high quality, inclusive collections for children and teens that meet the needs and interests of a diverse community. This position supports the library's collection development policy through the selection of materials in multiple formats. This position requires collaboration as well as responsiveness to evolving patron needs and publishing trends to effectively meet these objectives. Participates in weeding and working with various vendors.

Mission Statement

Manhattan Public Library connects the community to a world of ideas and information by inspiring readers of all ages, bringing technology's benefits to everyone, and providing a comfortable, welcoming place for all.

Diversity, Equity, Inclusion, and Belonging Statement

At Manhattan Public Library, everyone is respected. The Director and staff are committed to offering collections, programs, and services that support the entire community. We oppose discrimination of any kind, including on the basis of age, race, religion, ability, sexual orientation, gender identity and expression, or socioeconomic status. At Manhattan Public Library, we understand that diversity, equity, inclusion, and belonging are essential to offering our community an intentionally robust and enriching experience. All are welcome at Manhattan Public Library.

Essential competencies that apply to all library employees:

- Demonstrates enthusiasm for providing service excellence.
- Shows commitment to customer satisfaction.
- Develops and maintains positive relationships with internal and external customers.
- Represents the library in a positive and ethical manner.
- Works cooperatively with managers and co-workers.
- Demonstrates a commitment to diversity, equity, inclusion, and belonging.
- Shows a capacity for grasping concepts and asks questions to gain further understanding.
- Communicates effectively orally and in writing.
- Effectively uses computer/technology skills for the position.
- Cross-trains in other areas of the library as appropriate.
- Completes work assigned on time and to the defined quality.
- Demonstrates prompt and regular attendance.
- Shows that essential job functions can be performed with little or no supervision.
- Complies with library policies and operational procedures.
- Complies with safety and security standards; keep workplace safe and clean.
- Shows flexibility and adaptability.
- Shows initiative by acting independently to provide solutions to problems, seek additional responsibilities, and practice self-development.

Essential duties:

- Responsible for collection development of specialized areas according to Library Collection Development Policy and Strategic Plan, including the selection of new and replacement materials in multiple formats, and the evaluation of new formats. Assigned areas include: Electronic and print collections for children and young adults, ages birth through teens, video game collections, and organization of children's materials into established neighborhoods.
- Participates in establishing annual budget allocations for materials.
- Responsible for tracking materials budget through provided reports throughout the year.
- Responds to purchase requests and hold queues by selecting materials as needed.
- Works with staff on the placement and location of children's and YA books in the collection.

- Participates in the rotation of the library column in the local newspaper.
- May help creation of local web content, social media content or catalog content.
- Provides direction and support to library staff in implementation of weeding schedule and guidelines.
- Provides support for the Collection Services manager and department as needed.
- Serves on library wide committees as appointed.
- Meet with vendors and sales representatives to review and evaluate products and services.
- Utilizes online vendor selection and ordering tools.
- Researches, evaluates, selects and recommends purchases of digital content, emerging technologies and new formats.
- Uses statistical data, reports and other tools to assess usage and popularity of library materials.
- Evaluates gifts and donated items in multiple formats for possible addition to the collection.
- Participates in challenged materials process as needed.
- Selects, purchases and presents memorials and gifts. Maintains records of these materials.

Budgetary responsibilities: Serves as part of team to determine yearly budget. Monitors and tracks expenses to ensure efficient use of funds.

Education desired:

- Masters in Library Science

Experience desired:

- Public library experience
- Public library collection development

A combination of education, training, and experience which provides the required knowledge, skills, and abilities to successfully perform the job may be considered.

Special knowledge, skills, and abilities needed to perform the essential functions of the job:

- Ability to operate a PC and relevant computer software.
- Understand the fundamental principles and practices of collection development.
- Understand the principles of intellectual freedom.
- Knowledge of children's and young adult literature.
- Knowledge of library book vendors.
- Knowledge of computer systems and associated software including Integrated Library System software; Internet and web resources.
- Ability to analyze statistical data.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, fractions, percentages, ratios, and proportions to practical situations.

Physical and mental factors needed to perform the essential functions of the job:

- Move items weighing up to 20 pounds.
- Move book carts weighing up to 150 pounds.
- Remain in a stationary position for extended periods of time.
- Move about to access work space, file cabinets, shelving, office machinery, to access offices, non-public spaces, and public service areas, etc., that are in the scope of the job responsibility.
- Operate standard office equipment. including but not limited to computer, tablet, printer, copier, fax, phone, email, or other technology.
- Communicate in order to express oneself and exchange information.
- Maintain composure when dealing with difficult interactions with people and in difficult situations.
- Detect the physical environment in order to traverse throughout the building, perceive safety concerns, and respond to emergency situations.

- Learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, communicate, and complete tasks in situations that have a speed or productivity quota.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Duties and responsibilities, as required by business necessity, may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments may be changed at any time as required by business necessity.

A criminal background and reference check is required for all library positions.

Employees who work 1000 hours per year are required to participate in the Kansas Public Employees Retirement program (KPERs).
