

POSITION DESCRIPTION

Class Title: Cataloging/Collection Development Librarian
Department: Hershey Public Library
Date: January 2023

GENERAL PURPOSE

The Cataloging/Collection Development Librarian performs a variety of complex and routine administrative and library tasks in managing the collections of the Hershey Public Library, including catalog management, materials selection, cataloging, and processing functions. They are also responsible for big-picture thinking and day-to-day operations regarding the use and management of HPL's collections. The Cataloging/Collection Development Librarian will identify trends and analyze statistics to curate a collection that meets the needs of HPL users and moves the library forward.

SUPERVISION RECEIVED

Works under the policy guidance and direction of the Library Director.

SUPERVISION EXERCISED

Exercises supervision over Children's Cataloger, Processing Assistant as well as library assistants and volunteers performing assignments in the Technical Services area such as cataloging and processing.

Exercises supervision over all staff and building/equipment operations in the library including opening and closing procedures when designated as Lead Staff.

COOPERATIVE RELATIONSHIPS

Works in close cooperation with library leadership team to carry out strategic objectives and other library and township staff, area librarians, vendors, and local agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Selects materials for the library using professional literature and acquisition tools. Assesses donated materials for inclusion in collections. Oversees de-selection and selection of resources to meet the changing needs of library patrons.

Plans, implements, and performs procedures for classification, cataloging, and processing items being added or withdrawn from the collection.

Evaluates acquisition process as it pertains to vendor relationships and departmental workflow to make recommendations and improve efficiency.

Maintains the database of catalog records by adding new records or modifying or deleting current records.

Supervises and trains library staff and volunteers in the processing of materials being added or withdrawn from collections.

Utilizes and assesses online and computer-based services and products, especially those related to cataloging, acquisitions, collection development, and processing.

Assesses vendor and publisher services and makes recommendations regarding the purchases of materials and services. Maintains relationships with vendors to ensure that quality and cost-effective services are received.

Supervises physical maintenance of collections, including repairs of items in the collection.

Supervises, trains, and evaluates cataloging and processing staff.

Participates in the management and development of library policies and procedures including evaluation of services, budgeting, strategic planning, and grant writing.

Keeps abreast of emerging trends in librarianship and related fields by reading professional literature, communications, and attending relevant meetings and webinars.

Works regular shifts at Public Services Desk

Performs other duties as required.

PERIPHERAL DUTIES

Assists at the public service desk during peak periods or as needed.

Supervises library staff and operations when other professional staff are not on hand and when designated Lead Staff.

Participates on township staff committees and in other township activities as directed.

Attends a minimum of three hours of continuing education classes every year.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a Master's degree in Library Science
- (B) One year of library experience in technical services or collection development

Necessary Knowledge, Skills and Abilities:

- (A) Ability to communicate and express ideas effectively both verbally and in writing.
- (B) Thorough knowledge of the principles and practices of technical services; thorough knowledge of collection management and selection practices; considerable knowledge of technologies, equipment and facilities required in a modern library; considerable knowledge of community library needs
- (C) Skill in operation of listed tools and equipment
- (D) Ability to plan, organize, coordinate, and implement collections and technical services, ability to prepare, analyze and utilize reports and statistics.
- (E) Ability to work effectively and courteously with the public, colleagues, volunteers, and other individuals and groups.

- (F) Skill in the operation of the listed tools and equipment.
- (G) Working knowledge of basic office procedures and computer competencies.

SOFT SKILLS REQUIRED

Ability to work as a part of a team

A positive attitude

Ability to be self-motivated

Ability to be flexible through changing circumstances

Ability to demonstrate a positive image in a professional manner

Commitment to HPL Workplace Values:

- We are kind
- We put patrons first
- We have fun
- We are encouraging
- We come to work ready to work
- We respectfully communicate expectations and openly receive feedback
- We remember we're all in this together

TOOLS AND EQUIPMENT USED

Integrated library system (ILS), Internet applications including but not limited to OCLC, iPage, and Z39.50, Office 365; copy, scanning and printing; phone; online calendar software; AV equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, stand for long periods of time, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate such objects as library materials (books, DVD's, etc.) or tools such as computer equipment and other office machinery. The employee is frequently required to reach with hands and arms, stoop, kneel or crouch, such as during the shelving or retrieval of materials, and to climb or balance on step stools or other tools.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees must be able to recognize letters and numbers and read at a high school level or above.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The

noise level in the work environment is moderately quiet. Dust levels are moderate to high because of numerous paper items.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

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 the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.