Are you ready to “Find Yourself Here”? At the top public library system in the Nation.

CCPL is currently seeking a Technical Services Specialist Collection Development here in Northeast Ohio. This TSD Specialist will be joining an engaged staffed team that is eager to promote our mission of being at the center of community life by creating an environment where reading, lifelong learning and civic engagement thrive.

We offer:

- Competitive benefits
- Great pay
- Work life balance
- Top of the line programming
- Engaging wellness plan
- And so much more.

Review the summary of the job description below AND apply today:
GENERAL SUMMARY
The Technical Services Specialist - Collection Development acts as system-wide selector or reviewer in assigned areas for library materials in all format. Participates in system collection development including selection, replacement, and de-selection [weeding] of material.

JOB REQUIREMENTS
1. Knowledge of principles, theories, and concepts of library science, particularly in collection development, acquisitions, and /or media merchandizing.
2. Skill in customer service.
3. Ability to use a personal computer and job-related software or systems applicable to the essential functions of the job, which may include, but not be limited to email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various systems of software used by CCPL.

ESSENTIAL JOB FUNCTIONS
1. Selects new and replacement library materials in all formats and determines the number of copies to order and initial branch distribution using various selection resources including online vendor databases, catalogs, reviews, publishers’ lists, branch profiles, and customer requests. Develops the collection to meet and support various library priorities and initiatives.
2. Makes recommendations and assists in monitoring of the general collection development budget. Adheres to assigned budget. Provides recommendations to the Manager Collection / Acquisitions on cancelling, renewing, and licensing databases, electronic resources, and others as assigned.
3. Supports collection needs of other divisions / departments on special projects, including collection refurbishment, programming and special field projects as needed [e.g., remerchandising branches, de-selection, school reading lists, and redistribution of material].
4. Collaborates with team members to create and maintain content for the Library’s intranet, internet, and social media sites to promote newly selected materials.
5. Prepares bibliographies and lists related to selection duties as assigned.
6. Maintains close contact with branches, including at least twelve onsite visits per branch per year consisting of working at the reference desk and providing reference service to customers.
7. Conducts, in association with other members of the department, branch visits to each branch at least once a year, consulting with staff about branch profiles, and providing weeding and merchandising suggestions if required. Updates branch profiles in assigned areas.
8. Maintains, creates, and updates the content the CDD and ERC [electronic resource page].
10. Attends and participates in in-service training, meetings, workshops and conferences, professional organizations, as requested.
11. With other members of the department, crafts and revises procedures and practices [e.g. Shelving Collection Standards, Collection Development Manual].
12. Complies with Cuyahoga County Public Library’s policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
13. Other duties as assigned.
SUMMARY MINIMUM EDUCATION & EXPERIENCE REQUIRED
- Education: Master’s degree in Library Science is required.
- Certifications or licensure: None.
- Years of relevant experience: 2 to 5; more than 5 years is preferred.
- Years of experience supervising: None.
- Reliable transportation is required.
- Criminal background check is required, as are pre-employment drug and nicotine screens.

ORGANIZATIONAL COMPETENCIES
1. Communication
2. Collaboration and Partnership
3. Emotional Intelligence
4. Service Orientation
5. Operational Excellence

PHYSICAL DEMANDS AND WORKING CONDITIONS - LIGHT
1. The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
2. The noise level in the work environment is usually quiet to moderate.
3. This position is performed in an office setting although off-site meetings in various settings occur.
4. Lift light objects [less than 20 pounds] and carry them short distances [20 feet or less].
5. The schedule is generally normal business hours Monday through Friday. Weekend hours may be possible depending on library open hours or other scheduling needs.
6. The position generally requires 40.0 hours in a workweek.
7. Some local travel is required.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.