ABOUT THE LIBRARY
Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We’ve been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction. We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

DUTIES & RESPONSIBILITIES:
The ASCPL is hiring a Collection Development Coordinator to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life. The Collection Development Coordinator performs a variety of administrative duties as related to the development, implementation, and maintenance of centralized collection development, including:

- Serving as a key member of management while understanding the organization, financials, industry, customers, and strategy.
- Hiring, training, coaching, and developing employees.
- Managing budgets and resources effectively and efficiently.
- Managing vendors and outside service providers effectively.
- Coordinating system-wide collection development functions, including budgeting and material selection in all formats.
- Designing and implementing system-wide policies and procedures as they relate to collection development and management.
- Reviewing, recommending revisions to, and administering the Library’s Collection Development Policy.
- Setting strategy and developing short- and long-range plans for achieving system-wide and individual agency collection goals.
- Remaining current with publishing trends and best-sellers, and with specialty areas such as out-of-print book trade, e-content, and foreign language materials.
- Regularly reviewing collections of each agency, including semi-annual onsite reviews, and organizing and directing systematic weeding projects for all agencies.
- Communicating and collaborating with Technical Services and Librarians in a variety of areas, including individual agency collections, readers advisory, marketing and merchandising Library materials and resources, and employee committees.
- Communicating and collaborating with the Integrated Library Systems Specialist to compile and analyze data.
- Sharing information with employees on collection development trends, decisions, and services.
- Assessing collection usage, developing replacement programs, and teaching and managing collection maintenance techniques.
- Preparing statistical and other reports and analyses.
- Participating in requests for reconsideration processes and responses.
- Helping customers at public service desks, as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Required: Master’s degree in Library and Information Science. Knowledge of library services and operations. Knowledge of the principles and practices of library science. Knowledge of best practices in collection development that fosters intellectual freedom; balanced, diverse, and inclusive collections; proper budgetary management; and related topics. Knowledge of customer interests related to Library materials, programs, and services. Knowledge of the principles of intellectual freedom as they apply to public libraries. Skill in customer service principles, practices, and programs. Ability to apply Collection Development policies to community and customer collection needs. Ability to plan,
implement, and manage change. Ability to use a computer and job-related software or systems applicable to the essential functions of the job. Ability to pass criminal background and education verification checks. Valid driver's license, automobile insurance, and reliable personal transportation. Ability to lift light objects (less than 25 pounds) and carry them short distances (50 feet or less) and push Library materials carts up to 200 pounds.

**Preferred:** 5 to 7 or more years of relevant experience. 2 to 5 years of supervisory experience. Ohio Public Librarian Certification.

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER