



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

CCPL is currently seeking a Technical Services Division Specialist in Collection Development - here in Northeast Ohio. This Collection 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:

<https://secure6.saashr.com/ta/6192694.careers?CareersSearch>

GENERAL SUMMARY

Under limited supervision, acts as system-wide selector or reviewer in assigned areas for library materials in all formats (print and non-print). Participates in system collection development including selection, replacement, and de-selection (weeding) of material. Consults with branches to maintain awareness of branch and community needs.

JOB REQUIREMENTS

Specific Knowledge, Skills, and Abilities required include:

- Knowledge of principles, theories and concepts of library science.
- Ability to demonstrate proficient use of personal computer 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 or software used by CCPL.
- Skills necessary to develop and maintain effective and appropriate working relationships with co-workers, customers, vendors, and/or representatives of other agencies.
- Skill in exercising a high degree of initiative, judgment, discretion and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, calculators, and telephones.
- Ability to apply advanced organizational, problem solving and analytical skills.
- Ability to use Library resources effectively and efficiently.

ESSENTIAL JOB FUNCTIONS

- 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.
- 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, but not limited to, online vendor databases, catalogs, reviews, publishers' lists, branch profiles, and customer requests. Develops the collection to meet and support various library priorities and initiatives.
- Purchases DVDs for the library, writes and creates original content for the Movies and Music newsletter and selects music and DVD titles to be featured on the web page.
- 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, redistribution of material).
- Collaborates with other Collection Development Specialists to create and maintain content for the library's intranet, internet and social media sites to promote newly selected materials.
- Prepares bibliographies and lists related to selection duties as assigned.
- Maintains close contact with branches, including at least twelve (12) onsite visits per branch per year consisting of working at the reference desk and providing reference service to customers.

- 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.
- Makes recommendations and assists in monitoring of the general Collection Development budget. Adheres to assigned budget.
- Compiles and analyzes selection related statistics.
- Attends and participates in in-service training, meetings, workshops and conferences, professional organizations, as requested.
- With other members of the department, crafts and revises procedures and practices (e.g. Shelving Collection Standards, Collection Development Manual).

Summary Minimum Education & Experience Required

- Master's degree in Library Science or equivalent from an ALA accredited library school.
- At least two years of professional public library or related experience, including a preferred background in collection development and materials selection.

OTHER TESTING/LICENSES REQUIRED

- License: A valid driver's license is required to operate library-owned vehicles and a clean driving record must be maintained at all times.
- A criminal background check is required, and pre-employment drug screening.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- No major sources of working conditions discomfort, i.e. standard work environment with possible minor inconveniences due to occasional noise, crowded working conditions, and/or minor heating, cooling or ventilation problems.
- Occasional stooping or bending and/or occasional light lifting, such as three or four reams of paper or books (up to 25 pounds) may be required.
- Occasional minor discomforts from near-continual computer terminal use.