

# King Township Public Library Job Description

<b>JOB INFORMATION</b>			
Job Title:	<b>Collections Specialist</b>		
Classification:	Permanent Full-time (currently Grade 4 union grid)		
Reports to:	Manager of Content and Information Technology		
Supervision:	No direct reports		
Revision Date:	October 2020	Location:	As assigned; will be required to work at ALL Library locations

**JOB SUMMARY:**

The Collections Specialist will play an integral role in supporting the Library’s collection development plan. Primary duties will be to assist in the selection and deselection of library materials under the direction of the Manager of Content and Information Technology. This position will also have a role in public service and support duties, e.g. circulation and information services, which promote a welcoming and inviting library environment and deliver services that meet the strategic direction set forth by the KTPL Board. In the course of implementing special projects, on occasion, the Collections Specialist may report to other senior managers.

- RESPONSIBLE FOR:**
- Assisting in collection development, procurement and organization, including acquisitions and ARPs, evaluation, deselection, etc. of all material formats (e.g., print, audio-visual, and digital)
  - Applying provided selection and evaluation criteria to build and maintain a high-quality collection of popular and relevant resources in many formats based on community needs and information technology trends
  - Supporting the analysis of collections and circulation related data for internal and external reporting requirements and evidence-based decision-making
  - Facilitating the disposition of material donations, determining viability in collection
  - Liaising with applicable vendors, other library systems and consortium groups
  - Delivering circulation and information services to the public, proactively pursuing opportunities to assist library users, anticipating needs and striving to exceed expectations
  - Mastering the Library’s suite of electronic platforms, ILS (catalogue) and digital resources to effectively instruct the public in their use, actively promoting them where appropriate
  - Providing information and reader’s advisory services for all ages
  - Processing interlibrary and interbranch loans (including receiving and preparing deliveries)
  - Handling cash, debit and credit card transactions and end of shift reconciliations
  - Trouble-shooting and addressing problems with equipment and technology as needed

- Directing/supervising Pages, volunteers or other student staff in the absence of management
- Safe operation of library facilities e.g. opening and closing procedures, health & safety inspections, etc.
- Participating in staff meetings and committees as assigned
- Maintaining an up-to-date knowledge of library trends and issues through professional development, meetings and reading industry-related periodicals and specialized literature
- Compliance with all Library Policies and Procedures including Health & Safety, Personnel, etc.
- All other duties as assigned

### **QUALIFICATIONS:**

- Post-secondary diploma in Library & Information Technician program or related discipline
- 2 years' experience in a library environment
- Experience in collection planning and development is considered an asset
- Familiarity with Integrated Library System (ILS) is considered an asset
- Critical thinking and analytical skills required to support the needs of the Library's strategic goals
- Works as a team player, contributing to the overall success of the library and exhibits a learning and growth mindset
- Demonstrated proficiency in customer service
- Proof of valid Ontario Driver's License, up-to-date insurance and reliable transportation is a must
- Able to work flexible hours, including evenings and weekends, at ALL branches within the library system
- Successful candidate will be required to produce a current Vulnerable Sector Check
- Fluent in English with excellent presentation, oral and written communication skills
- Minimum physical requirements: able to lift 30 pounds, bend, reach, and stretch

### **WORKING ENVIRONMENT:**

- Rapidly changing, highly automated public environment serving all demographics and user groups
- Requires day, evening and weekend shifts at any of the KTPL's locations
- Works in a sometimes noisy, customer-driven environment with frequent interruptions
- Occasionally stressful when serving users (may be exposed to conflict and emotionally-charged situations)
- Local travel for meetings, events and outreach
- Involves standing, computer and electronic device usage, and occasional light physical exertion (e.g. pulling, lifting & carrying materials, boxes & equipment)

## COMPETENCIES:

- Performs duties with judgement and initiative
- Proven ability to work accurately and multi-task while meeting deadlines and production schedules
- Strong time management and organizational skills with extreme attention to detail
- Exhibits the flexibility to accept change and the resilience to adapt with curiosity and enthusiasm

### **Collection Development:**

- Recognizes the need for a collection that is diverse, current and relevant
- Understands the acquisition and collection development processes and policies for the library
- Routinely involved in the evaluation of the collection against benchmarks or standards established by the library
- Uses both quantitative and qualitative values when evaluating the collection as a whole or in part

### **Customer Service:**

- Provides excellent service in person, on the telephone and through electronic communications that is customized to meet the needs of individual users
- Feels energized serving members of the public, maintaining positivity and enthusiasm in a busy work environment with frequent interruptions
- Recognizes when to refer users or questions to other staff or organizations
- Ability to function calmly and effectively during stressful situations
- Uses tact, discretion and respects confidentiality

### **Problem-Solving and Decision-Making:**

- Looks for alternative solutions to problems; knows when to proceed with a solution and make a decision independently or when to seek help or guidance from other staff or escalate to management

### **Team Work:**

- Works as a team player, contributes to the overall success of the Library and exhibits a learning and growth mindset
- Ability to work autonomously or cooperatively in a team environment

### **Learning and Personal Growth:**

- Manages the development of one's own career and ongoing improvement of knowledge, skills and abilities through a commitment to personal growth and lifelong learning
- Anticipates and adapts to change with a sense of optimism and opportunity

### **Communication:**

- Fluent in English (verbal, writing and reading)

### **Technology:**

- Advanced knowledge of current Microsoft Office software (Word, Excel)
- Strong computer and electronic information resource skills
- Demonstrates a strong aptitude for acquiring new technical skills and knowledge
- Proficient with collection development and maintenance software