

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant - Pos #513

Work Phone:

2. Class Title (i.e. payroll title):

Librarian 1-2 Collection Management Team/Public Services

3. Working Title (if any):

Collection Management Librarian

4. Name & Class of First-Line Supervisor:

Molly Warren, Collection Management Librarian

Work Phone: 266-6310

5. Department, Division & Section:

Madison Public Library, Central

6. Work Address:

7. Hours/Week: 38.75

Start time: Varies End time: Includes evenings, Saturdays, Sundays

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

-
10. Position Summary:

Staff performs responsible professional library work including collection development, training staff and public, reference work, overseeing, implementing and developing new services, and leading programs. This is professional, library work under the general direction of the Library Collection Manager. This position is part of the Collection Management Team and responsible for collection management of designated areas (selection, budget monitoring, assessing, weeding, gifts) for all Madison Public Library locations. It is also responsible for working with neighborhood libraries to assess their local collections and ensure that collections are developed to address specific neighborhood needs. This position requires considerable judgment to interpret and apply the Collection Development Policy, general public library principles; to interpret and apply operational policies and procedures; to interpret and apply Madison Public Library's vision and mission in the community; and to allocate resources in an appropriate manner. Work is done with considerable independence and supervision received is usually through review of reports and regular consultations with the Library Collection Manager.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 40% A. Develop segments of the collection for the library system using professional resources and judgment, analyzing use and need within a budget and serve as a member of the Collection Management Team.
1. Analyze collections based on customer usage data, currency relevance, and demographic trends.
 2. Oversee acquisition of materials and acquisition budgets for specific areas of the collection.
 3. Oversee weeding of materials for specific areas of the collection.
 4. Work with Foundation and Friends gifts, grants and endowments.
 5. Attend monthly Collection Management Team meetings.
 6. Visit neighborhood libraries as needed.
 7. Participate as a team member on projects with system-wide impact.
 8. Effectively communicate with other Collection Management Team members, Technical Services and neighborhood library staff.
- 40% B. Provide reference service and general assistance to the public in person, via phone and email while helping maintain a safe and welcoming atmosphere in the library.
1. Help the public find the information and resources they want.
 2. Train and educate the public in the use of the Internet and various databases.
 3. Help oversee and educate the public when necessary on appropriate behavior in the library.
- 10% B. Serve as a member of the Collection Management Team and Public Services
1. Attend monthly Collection Management Team meetings and Public Services or Reference Meetings.
 2. Participate as a team member on projects with system-wide impact.
 3. Effectively communicate with other Collection Management Team members, Technical Services, Public Services, and neighborhood library staff.
- 5% D. Provide exceptional customer service at the library and system level.
1. Provide collection development and reference assistance.
 2. Provide basic marketing assistance.
 3. Provide collection data, as needed.
- 5% E. Participate in professional development projects.
1. Complete projects and/or professional development courses to grow as a collection development librarian and reference librarian.
 2. Complete projects and/or professional development courses to enhance the services and programs offered by the Madison Public Library.
 3. Perform related work as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of library science theories, principles, practices, and terminology applicable to a public library. Thorough knowledge of professional library collection development strategies and resources. Working knowledge of automated and manual library systems. Ability to provide professional expertise in the development, promotion and implementation of library programs and services. Ability to model exceptional customer service skills, including exhibiting respect and sensitivity to a diverse clientele. Ability to develop the library's collection of materials: print, media, electronic, adult and youth as well as implementing collection development processes where appropriate. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships. Ability to maintain a positive and flexible approach to changing needs within the community and to a

changing information environment. Ability to coordinate library programs and activities and staff within prescribed parameters. Ability to coordinate and execute library collection activities with staff.

13. Special tools and equipment required:

Ability to travel to neighborhood libraries.

14. Required licenses and/or registration:

Graduation from an accredited library school with a master's degree in library or information science. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered. Driver's license or the ability to otherwise meet the transportation requirements.

15. Physical requirements:

Physical strength, dexterity and acuity in locating, lifting and shelving library materials.

16. Supervision received (level and type):

General supervision by the Central Library Public Services Supervisor and Library Collection Manager.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).



SUPERVISOR

11/29/17

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.