**Employment Opportunity**

Collection Management Librarian

Full time, exempt

**Salary & Benefits**: GA State professional position, $47,518; Paid annual leave, sick leave & holidays. State Health Benefit Plan, Flexible Benefits and Teacher Retirement System of Georgia.

**Available**: Oct 1, 2019

**Closing Date**: Friday, Sep 13, 2019

**To Apply**: Send CRLS application, cover letter, resume, and 3 professional references to:

Email: Leslie Clark [lclark@chestateelibrary.org](mailto:lclark@chestateelibrary.org) Subject line: Collection Management Librarian

Mail: Chestatee Regional Library System, 342 Allen St, Dawsonville, GA 30534; Attn: Leslie Clark

**Job Summary:**

The Collection Management Librarian plans, organizes, develops and administers all activities of the Technical Services department to position it to accomplish the library’s strategic plan. Manages and assesses the library’s collection, acquisition and cataloging of library materials, interlibrary loans and borrows, maintaining the database of library holdings, and supervising Technical Services staff and volunteers. Reports to the Director.

**Responsibilities:**

* Coordinates all functions of the Technical Services Department
* Responsible for many levels of collection development activities including selection, de-selection and maintenance of library materials in all formats.
* Ensures the library collection is current, attractive, responsive and accessible to library patrons.
* Analyzes collection data regularly to have a thorough understanding of the strengths and weaknesses of the collection and how various materials are used.
* Prepares related PINES reports for department and branches.
* Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively to provide quality customer service.
* Visits library branches to analyze collections.
* Demonstrates professional, courteous behavior in interactions with CRLS staff, colleagues, and members of the community. Communicates effectively and works with cooperatively with library staff at all levels, library board, vendors, and other contacts.
* Responsible for acquisition, cataloging and processing of materials in the most efficient manner.
* Ensures that preparation of purchase orders, receipt of materials, and entry of invoices are performed in a timely manner consistent with department and financial requirements.
* Complete all original cataloging for the library.
* Maintain all library bibliographic and authority records on a shared consortia database.
* Maintains Interlibrary Loan system and ILL stats for Branch managers.
* Ensures regular updates of library holdings information into the Georgia Online Database (GOLD).
* Maintains relevant statistics on acquisition functions, collection use, and library holdings.
* Supervises and trains employees and volunteers assigned to the department.
* Attends workshops and participates in professional activities to improve job skills.
* Some evening and weekend work required.
* Performs additional duties as assigned by the Director.

**Qualifications:**

* Master’s Degree in library/information science (MLS) from an ALA-accredited program with a Georgia Certificate of Librarianship Grade 5 or higher.
* Three (3) years of experience in collection development, cataloging, and selection of materials in a public library. Will consider other combinations of cataloging, collection development, selections of materials, and public library experience that provide the required knowledge and skills.
* Knowledge of collection development practices.
* Valid Georgia Driver’s License and good driving record.

**Preferred**: Experience with PINES and PINES Acquisitions Module.

**Skills & Abilities**

* Must be able to exercise initiative, leadership and independent judgment.
* Knowledge of cataloging rules, standards, and practices including original cataloging.
* Ability to work with others in a variety of circumstances, communicate effectively with supervisor, internal customers and the public.
* Knowledge and best practices of ILL.
* Ability to set and complete goals, tasks and projects, demonstrating project management, manage multiple ongoing projects, evaluate changing needs of the system/department and respond, analyze and creatively solve problems related to the position.
* Excellent computer skills including proficiency in MS Office and Google Suite.
* Excellent organizational skills with a keen eye to detail.
* Ability to be flexible and adapt to frequently changing environment.

**Physical Requirements/Demands:**

This position regularly alternates between periods of standing, walking, bending, reaching, lifting items up to 35 lbs., sitting at a desk, operating a personal computer, and pushing fully-loaded book carts. This position requires a high degree of dexterity and repetitive hand movements.