



Anderson County Library
300 N. McDuffie St, Anderson, South Carolina 29621
(864) 260-4500

JOB DESCRIPTION

JOB TITLE: Librarian II – Collection Development/Extension Librarian

Pay Grade:

FLSA: Exempt

FUNCTION

Coordinates and supervises the day to day activities of the Main Library's Extension Department and is responsible for long range planning to ensure the efficient, effective delivery of materials to patrons via our courier, inter-consortium loans and bookmobile services. Oversees Collection Development for the library system.

SUPERVISION RECEIVED

Works under the supervision of the Head of Access Services.

SUPERVISION EXERCISED

Supervises all Main Library Extension department staff.

EXAMPLES OF WORK PERFORMED

(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)

- Responsible for supervising the staff in the Main Library's Extension department, including but not limited to, training, evaluation and conducting of performance reviews and counseling, including making recommendations for hiring, promotion, merit pay increases, disciplinary action, and terminations that are given particular weight by the Library Director.
- Directs operations of the mobile library, inter-consortium loans, and courier service by developing short-range and long-range plans, determining internal policies and procedures, and coordinating the development of goals and objectives for these services with the Head of Access Services.
- Oversees Collection Development for the library system by:

- Working with the Assistant Director to ensure implementation of the collection development process.
 - Managing the Selector process.
 - Creating and implementing the selection and deselection process using collection management software.
 - Coordinating workflow with Technical Services.
 - Acting as a Selector.
 - Evaluating gift books donated to branches.
- In conjunction with the Head of Access Services, helps coordinate employee substitution in the branch libraries as needed.
 - In conjunction with the Head of Access Services, conducts routine, scheduled branch on-site visits and reports branch facility and IT issues to Library Director and to Head of Maintenance and IT. Confirms repair/work completion with the Supervisor of Buildings and Grounds and IT.
 - Coordinates with the Supervisor of Buildings and Grounds for scheduling vehicle maintenance and repairs.
 - Works closely with Head of Access Services to ensure a consistent patron experience at any Library facility.
 - Coordinates Inter-Consortium Loans daily workload and acts as liaison with other Consortium member libraries when issues arise. Attends meetings of consortium committees.
 - Fills in on the Courier Service and Mobile Library, and assists with inter-consortium loans as necessary.
 - Performs supervisory related duties such as opening and closing procedures for the assigned work-floor or the Main building, securing money, setting alarms, and ensuring safety and security, as needed.
 - Maintains professional development through various workshops, literature, and other means; consults and shares information with co-workers and other library staff.
 - Maintains confidential patron records and preserves confidentiality of said records.
 - Required to assist at the main Reference and Circulation desks helping patrons.
 - Maintains office equipment including providing paper and toner for copiers and printers as needed.

- Required to work weekends.
- May fill in other positions within the Library System.
- Performs other related duties as required.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Master's degree in library science from an American Library Association accredited university and
- (B) At least 2 years of previous library experience and supervisory experience preferred.
- (C) Collection Development experience preferred.
- (D) Branch Library or building supervisory experience preferred.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of standard library functions, practices and procedures; ability to plan and organize workloads; ability to set priorities; ability to interpret the library's resources and services to the community; ability to adjust to changes in the daily work schedule; ability to handle multiple projects at the same time.
- (B) Excellent research, clerical and computer skills, including internet experience; ability to perform detailed and precise work.
- (C) Ability to effectively supervise staff; ability to establish and maintain effective working relationships with the general public, employees, branch managers and system personnel; ability to communicate effectively orally and in writing; ability to work in a team environment as well as independent work.
- (D) Ability to evaluate staff performance and design solutions to perceived needs; ability to mentor staff to improve performance.
- (E) Must possess a valid driver's license or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, cash register, phone, fax and copier, and security systems.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to travel to other areas within the Library System.

The employee must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.