

# JOB POSTING

**POSITION:** Collection Development Librarian

**DEPARTMENT:** Collection Services

**RESPONSIBILITIES:** The Whatcom County Library System (WCLS) is seeking a Collection Development Librarian who is passionate about the use of public library collections to support the delivery of innovative and responsive library services. The Collection Development Librarian performs a variety of professional library services pertaining to the selection, development, and maintenance of the WCLS adult and youth materials collections for our 10-branch and 1-bookmobile library system.

The Collection Development Librarian is responsible for:

**Materials selection:** Exercise professional judgment to identify, evaluate and select library materials in multiple formats for assigned adult and youth collections of the Whatcom County Library System. Oversee the development and maintenance of assigned collections.

**Inform Library collection decisions:** Analyze branch and program statistics, demographics, and holdings information to determine assignment of selected materials.

**Patron responsiveness:** Anticipate patron interest and demand by keeping abreast of publicity in the media and purchasing promptly. Respond to patron requests for materials in a timely fashion. Ensure that patron requests for reconsideration of library materials are handled promptly and appropriately.

**Promotion of collection:** Promote assigned adult and youth collections through the use of the public website, blogs, social media, book reviews in local periodicals, library programs, partnerships and community organizations.

**Collection policy:** Participate in general collection building and overall policy development with other selectors. Explain and support the collection and selection policies to staff, patrons and the public.

**QUALIFICATIONS:** You have a wealth of knowledge about, and passion for, the elements that make up a great public library collection. You are skilled in interpreting data from many sources in analyzing collection needs. You are knowledgeable in the principles and procedures related to selection, acquisition, and processing of library materials in multiple formats and the use of integrated library systems. You are skilled in analysis, negotiation, and problem solving. Requires the ability to speak, understand, and write English clearly and concisely. Requires a Master's of Library Science degree and three or more years' relevant library experience in public services, and a State of Washington Librarian certification. Work requires light physical effort in the handling of materials up to 30 pounds. New employees are subject to a CRC (criminal records check) per RCW 43.43.832.

**THE LIBRARY SYSTEM:** WCLS has been sharing stories in Whatcom County since 1944, currently through ten branches, a bookmobile and outreach services. With a reputation for exceptional customer service, innovation, and fiscal accountability, WCLS holds a collection of more than 411,000 items and has implemented services such as downloadable eBooks, e-magazines, e-music and e-audiobooks, music streaming, chat reference service, text messaging, and a mobile app. WCLS strives to provide top-notch library services in an energetic environment that fosters professional growth, creative problem solving, collaboration and an appreciation for humor.

# JOB POSTING

**LOCATION:** Primary work location at WCLS Administrative Service Center, 5205 Northwest Drive, Bellingham, WA 98226. Perennially recognized by the national media as one of the best places to live in America, Whatcom County is a place that truly has something for everyone. With magnificent natural scenery, skiing and snowboarding at Mt. Baker, hiking, arts and theatre, and charming communities, Whatcom County is a unique area of Washington State. Located 90 minutes from Seattle and within an hour of Vancouver, British Columbia, the County is the perfect mix of friendly rural communities with the amenities and attractions of large cities nearby.

**UNION:** This position is represented by AFSCME, AFL-CIO Local 1581.

**SCHEDULE:** FLSA-exempt position with 40 regular scheduled weekly hours; some evening and weekend hours may be necessary on an occasional basis. Successful candidates may be required to adapt to future schedule changes depending on library needs.

**COMPENSATION:** \$4,915 per month with excellent benefits including Social Security, retirement, long-term disability insurance, medical, dental, and optical insurance; paid vacation and sick leave, EAP, and a fun and innovative work environment that values the contributions of our employees.

**POSTING DATES:** Thursday, 01/03/19 through Thursday, 01/31/19

**APPLICATION:** Submit a completed WCLS Application Packet\* **by 5:00 pm on Thursday, 1/31/19** to:

Lisa Gresham, Collection Services Manager  
Whatcom County Library System  
5205 Northwest Drive  
Bellingham, WA 98226  
Phone: (360) 305-3604  
Email: [collectionlibrarian@wcls.org](mailto:collectionlibrarian@wcls.org)

**\* APPLICATION PACKETS MUST INCLUDE:**

- Completed [WCLS Employment Application](#) (available at the address above, any branch library, or online at <https://www.wcls.org/work-with-us/>)
- Résumé and cover letter that illustrates your relevant professional experience in public services and previous collection development experience, and how it would help you meet the demands of this position.

**JOB BEGINS:** As soon after hiring as possible.

**SELECTION:** Selection criteria may include the contents of the application, an oral interview, and a skills test. Selection of applicants for further consideration and/or possible testing will be determined by the information supplied by the applicants on their applications and accompanying documents. It will be the responsibility of the applicant to supply sufficient information and detail on the application to permit WCLS to properly determine the applicant's qualifications, abilities and attributes as they relate to the listed position. Interviews will be scheduled ONLY with best qualified applicants, based upon applications, resumes and other documents received, and test results. Applicants who need accommodation during the application, testing or interview process should contact Human Resources.