<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
<th><strong>Selection Librarian</strong></th>
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<tbody>
<tr>
<td><strong>Position Statement</strong></td>
<td>All NCW staff embrace these <a href="#">core competencies</a> as an organization and as individuals who positively represent the library and its mission in the community.</td>
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</tbody>
</table>
| | - Ethical Practice  
| | - Professionalism  
| | - Building Respectful Relationships  
| | - Valuing Diversity & Promoting Inclusiveness  
| | - Library Advocacy & Intellectual Freedom  
| | - User Focus  
| | - Effective Communication & Collaboration  
| | - Foundational Knowledge  
| | - Adaptability  
| | - Continuous Learning |
| **Position Summary** | Performs a variety of professional library services pertaining to the selection, development and maintenance of NCW Libraries materials collections. May serve in a specialized area (i.e., adult, children’s etc.) or format (audiobooks etc.). Responsible for developing and maintaining a balanced and diverse collection to serve the needs of our five-county area. This position reports to the Collection Development Manager. |
| **Essential Functions** | - Selects and purchases materials for distribution.  
| | - Develops and maintains a specialized system-wide collection in specified areas.  
| | - Assesses collection usage and develops replacement programs as necessary.  
| | - Develops or consults on policies, procedures, standards and guidelines in area of specialization.  
| | - Serves as a liaison between department and regional libraries regarding selection and collection issues.  
| | - Uses appropriate selection tools and tracks and analyses collection and circulation data.  
| | - Monitors and updates the Acquisitions module in our ILS system.  
| | - Monitors hold ratios and makes purchases as necessary to maintain proper ratios.  
| | - Follows all NCW Libraries collection development policies and guidelines.  
| | - Responds to collection requests from patrons and staff.  
| | - Prepares statistical reports and other analyses. |
| **Knowledge, Skills & Abilities** | - Exercises professional judgement and expertise in the selection of appropriate materials and online resources to serve the needs of our communities.  
| | - Must possess the ability to establish timelines, priorities and processes that meet demand.  
| | - Must be familiar with budgeting and participate in determining annual budget allocations, track expenditures and manage assigned budget(s).  
| | - Possesses strong analytical, negotiating and problem-solving skills.  
| | - Must have proficient computer skills, Microsoft Office Suite experience and the ability to learn new software.  
| | - Must possess strong organizational skills, be able to establish priorities and meet deadlines.  
| | - Must have strong verbal and written communication skills and the ability to develop cross-departmental collaboration.  
| | - Proficient with library catalog and online ordering tools preferred. |
| **Education & Experience** | Master’s degree in librarianship from an ALA accredited graduate program required. Other degrees and/or experience may be considered, or an equivalent combination of education and experience. |
| **Special Requirements** | Valid driver’s license in the State of WA. Flexibility to work evenings and weekends. |
| **Physical Requirements** | While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit for long periods of time; walk; stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must be able to lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision. The noise level in the work environment is usually moderate. |
| **Wage & Benefits** | - Classification M  
| | - Non-Exempt  
| | - Full-Time  
| | - Medical, dental, vision, life  
| | - Sick and vacation leave  
| | - Retirement through State of Washington |