**Library Associate II: Collection Development Specialist / ILL & Safety Coordinator**

**Position Description**: To manage Interlibrary Loan program; to select materials and weed collections; to oversee periodicals program; to order supplies and process mail; to lead and carry out safety program; to assist patrons in using the Library; to perform a wide variety of technical and clerical library work~~.~~

**Position Specific Responsibilities and Expectations:**

Interlibrary Loan (ILL)

* Identifies current trends, initiatives, copyright and technology related issues in resource sharing and interlibrary loan to the Director
* Plans and manages interlibrary loan services using automated and non-automated methods
* Orders all interlibrary loan materials for patrons through OCLC
* Performs the online processing of loaned materials and their return to the lending institution through OCLC
* Processes all incoming interlibrary loan materials for patrons
* Returns interlibrary loan materials to lending institution
* Processes outgoing materials to other libraries around the country
* Maintains all files and online records related to interlibrary loans

Safety

* Leads Safety program
* Carries out COVID related assignments as given by the Director
* Enforces the Library’s COVID safety plan
* Manages the storage, inventory and ordering of COVID and other safety supplies
* Ensures COVID supplies are distributed appropriately in staff and public areas
* Oversees COVID signage for correct placement and replacement as needed

Acquisitions

* Manages selection (along with the Director), ordering, renewals, duplicates, missing issues, and sponsor program for the periodicals collection
* Backup for acquisitions ordering

Cataloging and Processing

* Backup for maintaining and cataloging library magazines
* Creates bibliographic short entries as needed
* Deletes library materials from local automated system and OCLC as needed

Collection Development and Maintenance

* Creatively oversees rotating displays of library materials
* Backup for maintenance of library magazine and newspaper collections
* Responsible for developing and maintaining the Adult Audiobooks and Adult DVD collections
* Maintains New Shelves for Adult Books on CDs, Adult Playaways, and Adult DVDs
* Regularly evaluates and weeds Adult Audiobooks and Adult DVD collections
* Oversees defrocking of weeded materials and preparation of deleted items for transport
* Transports defrocked materials as needed
* Performs collection management projects as assigned
* Recommends titles for purchase

Library Operations (position specific)

* Manages the storage, inventory and ordering of general operating and facility-related supplies
* Records and prepares minutes for monthly staff meetings
* Processes incoming and outgoing mail
* Maintains postage meter, including adding postage, ordering of postage supplies and troubleshooting problems
* Oversees Petty Cash checkbook and expenditures

**General LA2 Responsibilities and Expectations:**

Library Operations

* Observes safety hazards and emergency procedures
* Observes library policies
* Identifies problems and reports appropriately to Director
* Operates all office equipment and performs necessary office procedures utilizing copier, answering machine, phones, and others as appropriate
* Operates all library equipment and performs necessary library procedures utilizing computers, DVD player, projector, and others as appropriate
* Follows all opening and closing procedures
* Performs variety of duties supporting the overall operation of the library as assigned

Circulation and Reference

* Maintains thorough knowledge of circulation system
* Maintains thorough knowledge of online and print resources
* Staffs reference desk as assigned (2 hours daily to start)
* Assists at circulation desk as needed
* Assists in directing volunteers in library procedures
* Performs circulation duties including registering patrons for new cards, checking out and renewing materials
* Provides reference and reader's advisory service to adult and juvenile users in person and over the telephone, using materials in a variety of formats
* Reserves library materials for patrons using in-library and interlibrary loan procedures
* Trains patrons in use of automated catalog system and other library equipment available for public use

Customer Service

* Provides accurate and consistent access to information, materials, services, and programs to patrons and co-workers in a timely manner and with a good attitude
* Makes accurate referrals to co-workers, supervisor, or other community agencies as appropriate
* Interprets policies and procedures to public in a customer-responsive manner

Professionalism

* Maintains working knowledge of materials collections, services, and programs.
* Attends workshops, trainings, and conferences as appropriate
* Participates in staff development activities
* Continually strives to increase job-related skills and knowledge
* Shares professional information with co-workers
* Adheres to library standards for conduct and work performance as well as ALA Code of Ethics and Bill of Rights

Teamwork

* Works cooperatively with co-workers, volunteers, and supervisor
* Displays flexibility in working with others
* Effectively communicates with co-workers
* Takes initiative
* Makes positive suggestions for solutions to problems
* Participates constructively in meetings
* Recognizes co-workers and volunteers for work well done