

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

| | | | |
|----------------------|--|---------------------------|------------------------------|
| Job Title | Selection Associate | | |
| Reports to | Collection Development Librarian | Supervises | N/A |
| FLSA Status | Eligible for overtime | Remote Work Status | Not eligible for remote work |
| Revision Date | April 2024 | Salary Band | A3 |
| Working Hours | While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends. | | |
| Required | Background & driver license check | | |

| |
|--|
| Job Overview |
| Working under moderate supervision and within established procedures, this position provides purchasing, collection management, and administrative support to the Collection Services Director, and Collection Development Librarians. |

| | |
|---|---|
| Qualifications | |
| The ideal candidate will be able to build relationships at all levels, have three years of customer service experience, with at least one year of experience in a public library. | |
| The District may accept an equivalent combination of education and experience in lieu of the above. | |
| Ability to | Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to District services |
| | Communicate effectively with staff and customers |
| | Establish and maintain successful team relationships |
| | Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds |
| | Follow directions and work quickly and accurately to meet deadlines |
| | Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors |
| | Interpret, apply, and support system wide policies, procedures, and services |
| | Maintain confidentiality of customer information |
| | Model behavior for high levels of service |
| | Travel to a variety of locations to perform work and/or attend work-related meetings and trainings |
| | Use initiative, problem-solving skills, and sound judgement |
| | Work with and troubleshoot office machines, such as copiers |
| Knowledge of | Alphabetic, numeric and/or alphanumeric order |
| | Dewey Decimal system of classification |
| | Library services and resources |
| | Microsoft Office and other software applications |
| | OCLC |
| Other | Valid driver license and required insurance when operating a privately-owned vehicle for business purposes |

Job Duties

The duties listed are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Prepares orders; determines appropriate vendor based on established criteria; coordinates with Collection Services staff to complete the materials ordering process; places holds; arranges and monitors standing order plans.

Assists in collection maintenance; reviews materials for genre designation; assigns or makes changes from problem slips as needed; receives gift materials and prepares paperwork; calls in materials selected for cataloging changes or withdrawal; run holds ratio reports.

Coordinates the District's magazine subscription renewals.

Verifies bibliographic information on materials to be ordered.

Provides administrative support to the Collection Services Director and the Collection Development Librarians; maintains files and records; may schedule meetings or coordinate special events; manages communication with customers, staff and vendors.

Initiates the reorder of materials or cancels orders as appropriate. Coordinates the ordering of replacement components for lost or damaged non-print library materials.

Provides project support as assigned by Collection Development Librarians.

Attends CS vendor meetings; manages staff access to CS vendor websites.

Enforces the Code of Conduct.

Works to resolve internal and external customer issues effectively and with a customer-first mentality; refers to other departments or staff as necessary.

In addition, this position may:

- Clean & disinfect individual and common work areas.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.
- Sort and shelve materials.

Work Environment

Work is performed in a shared work area environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.

Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing up to 200 pounds on a wheeled cart or hand truck.

Psychological Demands

Make decisions, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.