

KING COUNTY LAW LIBRARY
Seattle, WA

Job Description

Job Title: Collection Access Services Librarian

General Position Definition: Under the supervision of the Law Librarian and utilizing technology, plans, organizes, and directs Collection Access Services activities including collection development, acquisitions, cataloging, binding and preservation, and gift management. Assists in formulating and implementing general policies and programs for the library, assists in patron access services management, and performs related work as required. Serves at the pleasure of the Law Librarian.

Supervision Received: reports to the Law Librarian

Supervision Exercised: direct supervision of professional, nonprofessional, part time and volunteer staffing involved with collection development, acquisitions, cataloging, binding and preservation, collection processing, mail, and filing.

Representative Duties:

[Job descriptions are meant to be general descriptions and are not intended to list every possible task an employee may be called upon to perform.]

- * recommends, develops and supervises collection development policies and procedures in a manner reflecting professional law library theory and practice
- * evaluates existing collection and subscriptions in light of library mission statement and cost efficient practices
- * manages relationships with library vendors including the verifying, recommending and processing of invoices and orders for payment
- * supervises the processing of materials, library recycling, and distribution of mail
- * monitors exchange, gift, and used book services
- * recommends, develops and supervises acquisition policies and procedures to meet the research needs of the varied patron base in a manner reflecting professional law library theory and practice
- * oversees planning, selection and implementation of an integrated library automation plan including cataloging, serials control, and circulation systems
- * oversees retrospective conversion project
- * oversees plans for development of cataloging systems and procedures utilizing AACR2r, MARC formats, Library of Congress subject headings and classification schedules
- * recommends guidelines for binding and materials preservation and supervises their implementation
- * designs tools and programs to make the library, its collection, and services accessible to all patrons

- * assists with orientations for new users to library services and facilities
- * assists with the operation of fee based services
- * recommends and integrates the application of new technologies to collection access services
- * participates in the selection of professional staff; assists with the recruitment, selection, and supervision of nonprofessional staff, part time staff and volunteers
- * assists with budgeting, and financial planning and reporting
- * participates in law library professional activities and associations; attends meetings and workshops, reviews professional literature related to library and legal fields to maintain proficiency in library theory and practice
- * maintains a close working relationship with other staff members
- * because the Library operates with limited human and economic resources requiring significant flexibility in job duties, performs additional tasks as directed by the Law Librarian.

Education and Competencies Required: Master's degree in Library Science from an accredited institution with a minimum of three years of law library collection access services experience required. Additional significant experience as a professional librarian or a Law Degree from an accredited institution may be substituted for two years of law library collection access services experience. Knowledge of AACR2r, OCLC or WLN, MARC formats, Library of Congress subject headings and classification schedules is required. Knowledge of current law library service, organization, procedures, equipment and technologies including library computer applications to enhance library administration and services is required.. Strong interpersonal, oral, and written communication skills. Ability to deal effectively with the general public. Ability to plan, develop, direct, and promote the collection access services operations.

Typical Physical Effort and Sensory Requirements: Requires full range of normal body motion to include standing, walking, sitting, bending, stooping, squatting, reaching, climbing stairs and balancing. Corrected vision and hearing to normal ranges. The ability to reason and speak intelligibly, and to handle heavy public contact in person and by telephone. Some irregular hours. Occasionally lifts up to 50 pounds, carries up to 50 pounds, and pushes/pulls book trucks weighing up to 75 pounds.

Typical Working Conditions: General library environment. Frequent exposure to temperature extremes, some confined areas, noise, dust, mold and other conditions common to a public law library building environment. Extended contact with the general public, including the occasional disruptive patron.

Equipment: photocopy machines, microform reader/printers, CD-ROM, book carts, and general office equipment including but not limited to microcomputers, modems, typewriters, adding machines, fax machines, and telephone systems.