Location: Enoch Pratt Free Library

Job Title: Librarian III, Selection Unit

Responsibilities: The Pratt Library is accepting applications for a Librarian III for the Collection Development Department. Under the supervision of the Collection Development Department Manager, the Librarian III coordinates the projects and activities of the Selection Unit of the Collections and Access Services Division. The Librarian III supports the daily and on-going work of a selection team composed of two administration assistants and seven MLS degreed Librarians who purchase materials for Adult, Young Adult and Juvenile populations of Baltimore City and the State of Maryland. The Librarian III helps develop and is project manager for special projects of the unit, focusing on innovative trends and new ideas in collection development. The position is located at the Central Library, which serves as the downtown branch of the Enoch Pratt Free Library, as well as the State Library Resource Center (SLRC). The summary of duties listed below is not exhaustive. Additional duties are dependent upon the needs of the hiring department/division. Assist with development and monitoring of annual print budget, financed by city and state allocations, grants, endowment and gift funds. Assist Collection Development Department manager with Section unit planning, goal setting, and innovative ideas in support of the Library's strategic plan. Manage special projects of the Selection Unit, distributing work equitably and efficiently to ensure timely completion of project goals. Monitor the expenditure of allocated funds to ensure encumbrance of all monies by end of fiscal year. Develop and manage collection maintenance projects, including replacement and weeding, in order to strengthen the library's diverse collections. Work with library staff in order to ensure successful project implementation and completion. Update and support the library's selection policy, How Baltimore Chooses, on an ongoing basis. Work with the CMD team to establish best practices for selection, invoicing, and materials conservation and preservation. Identify new formats for purchase in order to increase library circulation and foot traffic into library locations. Interpret library policies and procedures and disseminate to CMD team members. Advocate for and collect useful data from various sources for usage by Selection and Acquisitions teams. Support Technical Services Manager with Integrated Library System (ILS) database clean-up. Monitor and evaluate job performance and development. Design and manage training manual and documents for Collection Development Department staff. Collate and summarize monthly reports submitted by team members. Present a yearly report of Collection Development Department activities to CASD Unit Manager. Establish, evaluate, and maintain relationships with vendors. Negotiate and maintain contracts with vendors. Keep abreast of current library policies and procedures. Maintain awareness of current library trends, particularly those that pertain to selection and collection development and maintenance. Participate in local, regional and national professional activities.

Requirements: MINIMUM QUALIFICATIONS: Master's degree in Library or Information Science from an ALA-accredited program. Five years of increasing responsibility in a selection unit, preferably in a public library. Demonstrated project management experience. Experience supervising and motivating staff. Demonstrated skill with Google, Microsoft Office Suite and Integrated Library Systems. Maryland State Librarian Certification required within one year of hire. DESIRED QUALIFICATIONS: Excellent written and verbal communication skills. Proven ability to manage
multiple priorities and balance large projects. Strong communication and customer service skills. Strong organizational and problem-solving skills.

**KNOWLEDGE, SKILLS and ABILITIES:** Knowledge of library science principles, practices, trends, and techniques. Energetic and innovative thinker with an understanding of current trends in collection development and a passion for exploring new possibilities for Library collections. Understanding of public library principles, and administrative policies and procedures. Experience selecting print materials and familiarity with web-based bibliographic and acquisitions tools. Knowledge of current publishing trends and review sources. Experience negotiating and managing contracts for library services and products. Familiarity with emerging trends and issues in public libraries. Working knowledge of integrated library systems, especially acquisitions and cataloging modules, preferably SIRSI
dynix. Ability to establish and maintain effective working relationships with vendors, co-workers, and other library staff. Ability to communicate articulately and respectfully, both verbally and in writing. Ability to work effectively independently and collaboratively in a team environment. Ability to meet deadlines, adapt to changing priorities, and handle multiple projects simultaneously. Demonstrated skills in time, workflow, and project management, with attention to detail and strong organizational skills. Demonstrated problem-solving ability and a commitment to excellent customer service.

**Salary Range:** $60,655.

**Application Process:** [https://tinyurl.com/Librarian-III-Selection](https://tinyurl.com/Librarian-III-Selection)

**Special Requests:**

**Closing Date:** Open until filled