



<b>Job Title:</b>	Collection Coordinator	<b>Position Type:</b>	Full-Time
<b>Location:</b>	Jenkintown Library	<b>Date Posted:</b>	9/10/2021
<b>Level/Salary Range:</b>	\$18-20 Per Hour	<b>Posting Expires:</b>	10/1/2021
<b>Benefits</b>	N/A	<b>HR Contact:</b>	Nina Meister
<b>Will Train Applicant(s):</b>	Nina Meister, Linda Diner		

**Applications Accepted By:**

**EMAIL:**

[nmeister@mclinc.org](mailto:nmeister@mclinc.org)

**SUBJECT LINE:**

Application: CC Position [Last Name of Applicant]

**MAIL:**

Jenkintown Library  
460 York Rd., #2877  
Jenkintown, PA, 19046

**Job Description**

**ROLE AND RESPONSIBILITIES**

The Circulation, Cataloging and Acquisitions Coordinator is the spearhead of all Collection Development at Jenkintown Library, as well as the leader of circulation staff and volunteers. Working with and reporting to the Library Director, the Coordinator oversees circulation, trains and guides staff and volunteers in circulation matters, and is responsible for the development of the collection. Position reports directly to the Library Director. Major duties are as follows:

- **Circulation Duties:** All duties associated with circulation, including checking materials in and out, renewing materials, issuing library cards, placing holds, answering calls, handling reference questions, computer support and shelving of items.
- **Management Duties:** Supervising, training, guiding and reporting on staff's circulation work, including managing volunteers. Assist with set-up and take-down of library programs and events in community room and library proper. Order supplies for both circulation and collection development.
- **Collection Development:** Selects and purchases collection materials based on circulation, patron interest and collection needs. Prepares acquisitions for collection. Compiles weeding lists, assesses items based on CREW, and dispatches weeded collection items.
- **Technical Responsibilities:** Provides support for patrons with technical issues at library computers, and is prepared to troubleshoot technical issues that affect circulation and cataloging. Coordinates all MCLINC Automation and works with MCLINC to resolve any issues.
- **Reporting:** Compiles statistics on circulation and collection for Director. Reports any incidents with staff, patrons, or facilities notes to Director. Attends monthly professional meetings.
- **Passport Agent:** Will be trained as a back-up agent for passport processing.
- **Other:** Fills in for the Director in cases of absence or vacancy, carries out circulation duties, with other duties as assigned.

**PROFESSIONAL SKILLS RECOMMENDED**

- **Managerial Courage:** The ability and drive to lead staff, provide positive guidance, ask questions and provide helpful feedback. Enthusiasm for the work is highly valued!

- **Nonprofit Acumen:** Demonstrates knowledge of nonprofit work, culture, trends and keeps up to date with issues surrounding nonprofit work.
- **Public Library Experience:** Day-to-day experience, paid or volunteer, that provides interaction with the unique professional environment that is a small nonprofit public library.
- **Decisiveness:** The ability to make quick, well-considered decisions and carry them out with confidence. Proven track record of positive and impactful decision-making.
- **Creative Problem Solving:** Works to solve problems both big and small, in a timely and decisive manner.
- **Organization:** Works to maintain their professional system in a considered, efficient manner. Marshals the many scattered resources (manpower, fundraising, materials, support, time, space, and connections) the library has to offer, and utilizes them to accomplish library goals.
- **Financial Acumen:** Can assess the needs and goals of the library and coordinate them with the realities of our budget. Can create plans with measurable goals for moving the library toward its needs both at present and in the future. Can work within a budget to accomplish tasks, and can also recognize and report budget vs. reality differences.
- **Diplomacy:** Works with people of all types and capabilities, building strengths and creating community. Diffuses situations that may be high tension. Creates a positive atmosphere for both workers and patrons. Seeks and fosters great connections for the Jenkintown Library.
- **Professionalism:** Must be able to remain courteous with others in the face of high stress situations, differing opinions, and/or antagonizing behavior. Must be able to work with staff in a polite, professional manner.
- **Multitasking:** Must be able to juggle a high volume of unique tasks that may not always be predictable.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

MLS, MLIS, or Bachelor’s Degree from an accredited university preferred, but not required  
 Progressive work experience in a library setting (either school or public) strongly preferred  
 Familiarity with library circulation systems, particularly automated systems, strongly preferred

**PHYSICAL REQUIREMENTS**

Must be able to crouch, stoop, bend and/or crawl.  
 Must be able to reach overhead, climb, and use a step stool.  
 Must be able to use stairs.  
 Job requires extensive walking, carrying, reaching, pushing and pulling.  
 Job requires lifting of 15 pounds or more at regular intervals.

**PROBATION PERIOD**

All new employees are subject to a 90 day probationary hire. A performance review will be conducted during or upon the completion of the employee’s first 90 days. The Jenkintown Library reserves the right to separate employment with any individual during this probationary period, for any reason.

**CHILD PROTECTION CLEARANCES**

All new employees must provide PA State Criminal History Background Checks, Child Abuse History Background Checks, and FBI Fingerprint Clearances upon first day of employment or sooner. All new employees must also take part in PA Mandated Reporter Training.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Nina Meister	Date/Time:	9/9/2021