



# Azalea Regional Library System

Serving Greene, Hancock, Jasper, Morgan, Putnam, and Walton Counties

POSITION: Collections and Resource Management Librarian

STATUS: Full-time, exempt; leave package and paid health benefits and retirement (TRS)

HOURS: Forty (40) hours/week, exempt status

SALARY: \$51,000 annual salary

DEADLINE: Open until filled

LOCATION: Regional Headquarters Office, Madison GA

## QUALIFICATIONS

Master's Degree in Library Science from an ALA accredited institution with two years of professional cataloging/acquisitions experience preferred; recently graduated MLIS students with a concentration in collection development and acquisitions are also encouraged to apply. Valid State of Georgia certification for Librarianship, Librarian grade 5B, is required.

## POSITION SUMMARY

The Collections and Resource Management Librarian is responsible for managing the development and maintenance of the Azalea Regional Library System's print and virtual resources and collections. This position will ensure library resources, purchases, and expense transactions for the Cataloging department are compliant with established fiscal policies and procedures of Azalea Regional Library System, Georgia Public Library Service, and other governing bodies. This position reports to the Executive Director and Deputy Director.

## DUTIES/RESPONSIBILITIES

Applicants must be able to perform original and copy cataloging. Responsible for coordinating and communicating between AZRLS and vendors for library resources expense transactions. Collaborates with member library managers to develop library collections and ensure fiscally responsible ordering practices. Monitors expenditures and provides data and reports on monthly budgets. Assists with the development and enforcement of new library procedures related to the expenditure of library subscriptions and the purchase of books for library collections. Responsible for reviewing, coding, and posting requisitions and accounts payable transactions with designated financial systems and vendors. Works closely with Business Services to

manage collections budgets. Oversees acquisitions, cataloging, licensing, implementation, assessment and ongoing maintenance of print and electronic collections, lendable technology, and internal collections. Reports technical issues to vendors or the IT Department. Troubleshoots PINES issues and problems arising from ordering, subscriptions, and licensing resources. Also troubleshoots PINES circulation issues and problems. Explores and integrates appropriate emerging technologies into acquisitions practices to assure effective workflows. Writes and maintains documentation relevant to departmental processes and procedures. Maintains current knowledge of changes to cataloging standards and rules. Collects statistics and maintains accurate records for the acquisition of print and electronic resources. Provides customer service to support staff and the general public. Experience with OCLC is required. Excellent interpersonal skills, oral and written communication skills, and presentation skills in English. Strong analytical, organizational, and problem-solving skills. Knowledge of library cataloging standards and ability to utilize PINES Evergreen ILS, OCLC Connexion, AACR2r/RDA, DDC23, LCSH, and MARC. Skills in using computer applications including spreadsheets, databases, and word processing (Microsoft Office preferred, as well as Google Suite). Attends professional development workshops/continuing education and conducts staff training as necessary. Excellent verbal and written communication skills. Manages two support staff, and takes part in hiring, supervising, training, performance appraisal, discipline, and professional development. Other duties as assigned.

#### HOW TO APPLY:

Qualified applicants should submit a cover letter, resume, and three professional references electronically to [hr@azalealibraries.org](mailto:hr@azalealibraries.org) or mail an application packet to Azalea Regional Library System, % Human Resources, 1121 East Ave., Madison, GA 30650. Incomplete submissions will not be considered. Verification of identity and employment authorization through E-Verify will be required. THE AZALEA REGIONAL LIBRARY SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORKPLACE.