



St. Charles Public Library
One South Sixth Avenue
St. Charles IL 60174-2195
630-584-0076 ■ FAX 630-584-9262
www.stcharleslibrary.org

Collection Development Librarian

The St. Charles Public Library District is seeking to fill the role of Collection Development Librarian with an emotionally intelligent, creative, highly collaborative, and library-loving individual.

This is a Full Time, Salaried/Exempt Position - Schedule: 37.5 hours a week, in person

The Collection Development Librarian works closely with all departments to organize and facilitate the material selection and maintenance process. This individual reports to the Adult Services Manager and reports for a minimum of three (3) weekly public service desk shifts.

The Collection Development Librarian must have excellent interpersonal skills, possess a deep knowledge of the collection development process, be well versed in CollectionHQ, BlueCloud Analytics, and other industry resources to make data driven decisions in building exceptional library collections.

QUALIFICATIONS:

Experience with: library industry best practices and trends in building engaging library collections; current data driven processes and resources.

Proficiency with MS Office products.

Excellent communication skills, verbal and written.

Exhibits leadership confidence and accepts feedback from others. Can build consensus while maintaining best practices.

EDUCATION AND EXPERIENCE:

- Master's degree from accredited library school and knowledge and experience of collection development theory and practice.
- Requires knowledge of basic reference practice.
- Minimum of five years' experience in a comparable public library required.

SALARY: \$48,000 minimum - \$62,000 midpoint - \$77,000 maximum; offers are generally made within the minimum to the midpoint range depending on qualifications, experience, and internal equity

BENEFITS:

- 4 weeks of paid vacation, 12 sick days, 2 personal days, 8 holidays
- Illinois Municipal Retirement Fund pension enrollment with employer paid portion
- Healthcare: Medical, Dental, Vision, and Life Insurance
- Optional 457b deferred compensation enrollment

TO APPLY: Submit a cover letter and resume by January 30th to: hr-applicants@scpld.org,
Attention: Amy Vidlak Girmscheid, Adult Services Manager
Applications are available on our website: <https://www.scpld.org/>
The St. Charles Public Library is an Equal Opportunity Employer