

# **ACQUISITIONS LIBRARIAN**

**(Range 125)**

## **DEFINITION**

Performs professional administrative, supervisory, and technical work in ordering, and distributing book and materials acquisitions for the Library District.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Collection & Bibliographic Services Director.

Exercises general supervision over assigned subordinate Acquisitions staff.

## **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

### **Essential Functions:**

1. Ensures the efficient operation of the Acquisitions Unit of the Collection & Bibliographic Services Department.
2. Collects data and prepares planning documents including goals and objectives for the Acquisitions Unit.
3. Prepares purchasing documents and maintains vendor control files.
4. Maintains extensive contact with vendors regarding pricing, services, and delivery agreements.
5. Reviews vendor invoices for accuracy, authorization signatures, correct purchase order number, and correct amount.
6. Resolves a wide range of routine and non-routine issues and difficulties.
7. Exercises decision-making skills in acquisition and ordering of materials for the Library District.
8. Supervises subordinate staff to include establishing workflow, directing and prioritizing work, scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.
9. Prepares, submits, and/or summarizes various routine and non-routine reports.
10. Interacts extensively with Collection & Bibliographic Services Director, Collection Development staff and Business Office staff in the coordination, ordering and receiving of library materials.
11. Maintains fund accounting utilizing automated acquisition system.
12. Compares ILS Fund data to Business Office data to ensure that amounts match. Resolve any discrepancies.

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13. Prepares and disseminates clear, up-to-date policies and procedures governing the acquisitions process.
14. Interacts extensively, both in person and over the telephone, with District-wide staff and management, outside agencies, vendors, and other libraries.
15. Utilizes personal computers, automated library systems, the Internet, e-mail, and on-line tools and resources.
16. Resolves problems with ordering and receipt of materials, including serials and standing orders.
17. Operates library and basic office equipment including but not limited to: copy machine, telephone, and facsimile machine.
18. Keeps abreast of professional literature and library trends.
19. Coordinates the acquisition of serials, journals, and standing notes for the Library District.

**Marginal Functions:**

1. Participates in committee work and chairs committees when needed.
2. Ensures completion of and submits employee leave request forms.
3. Attends and participates in professional association meetings and seminars.
4. Participates on interview panels for the selection of support acquisitions staff.
5. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Professional library principles, practices, and techniques.
2. On-line bibliographic library system with integrated fund accounting and acquisitions systems.
3. Spreadsheets and other statistical reporting tools.
4. The Library of Congress Classification System.
5. Current literature, trends, and developments in the field of library science and administration.
6. Research techniques.
7. Sources and availability of current information.
8. Effective supervisory techniques and practices.

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9. Basic accounting principles and procedures.
10. Library District and Department policies and procedures.
11. Correct English usage, spelling, punctuation, and grammar.
12. Automated systems used in libraries including on-line resources and tools as well as the Internet, computerized catalogs, and report writing software.
13. Exercise good judgment and make sound decisions.

**Ability to:**

1. Work under pressure and meet deadlines.
2. Supervise and direct the work of subordinate staff.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Plan, organize, and prioritize projects and work assignments for efficient results.
5. Work independently and as part of a team.
6. Interpret and explain Library District and Department policies and procedures.
7. Accept and manage change and maintain flexibility.
8. Exercise initiative, independent judgment, and discretion.
9. Perform multiple tasks concurrently.
10. Work quickly and accurately.
11. Prepare clear and concise reports.
12. Understand and follow oral and written instructions.
13. Effectively communicate with and elicit information from difficult, upset and irate customers.
14. Communicate clearly and concisely, both orally and in writing.
15. Plan, organize, and conduct meetings.
16. Maintain the mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
17. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;

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--operating assigned equipment.

18. Ability to maintain effective auditory and visual perception needed for:

--making observations;

--communicating with others;

--reading and writing;

--operating assigned equipment.

**Skilled in:**

1. Use of automated library information systems equipment.
2. Use of personal computers and associated software.
3. Use of library and basic office equipment.

**QUALIFICATIONS**

**Training and Experience:**

Master's Degree in Library Science from an ALA accredited school required; minimum of two (2) years of increasingly responsible experience as a professional librarian required, one (1) of which must have been recent experience using an online bibliographic library system with integrated fund accounting and acquisitions systems; demonstrated ability to implement strategic library service objectives with measurable outcomes, effectively supervise and motivate subordinate staff, develop and maintain positive relationships with library customers, patrons, vendors, District-wide staff and management required. Knowledge of MARC records; experience negotiating with vendors; ability to design and use spreadsheets and other statistical tools preferred.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking; frequent lifting and carrying objects of moderate weight (12 - 20 pounds); occasional lifting and carrying objects of moderately heavy weight (20 - 40 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks may require sound perception; visual perception; and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

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**FLSA: EXEMPT**

**CBA: SUPERVISOR II**

**DEVELOPED: JUNE 8, 2000**

**REVISED: MAY 5, 2003  
JANUARY 4, 2012**