



September 2014

ACQUISITIONS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of library services staff within the Library Technical Services Division; oversees and administers programs in the Technical Services Division of the City Library, including ordering and receiving library materials such as books, audiovisual materials, CDs and DVDs, magazines, and newspapers; develops and implements procedures for the assigned functions; provides responsible technical assistance to a Library Division Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Library Division Manager. Exercises direct supervision over lower-level staff and volunteers.

CLASS CHARACTERISTICS

This is a single-position, full supervisory-level classification that oversees and administers programs in the Technical Services Division in the Library. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of library acquisitions staff. Performance of this work requires the use of independence, initiative, and discretion within established guidelines and requires the frequent use of tact, discretion, and independent judgment. This class is distinguished from the Library Division Manager in that the latter has management responsibility for all library technical services, programs, projects, and activities. This class performs specialized and complex administrative and technical support work including administering and expediting the purchase of library materials, processing invoices, receiving and reconciling shipments of library materials against purchase documents, and monitoring library materials expenditures and budget balances using complex software. Incumbents are required to establish and maintain effective working relationships with vendors. This class is distinguished from the Library Assistant class series in that it has direct supervision and more coordination and oversight responsibilities and its duties require technical knowledge and expertise in a particular specialty and are performed primarily in a “back office” environment, while the duties of the Library Assistant class series are less technical in nature and more directly focused on providing customer service in a public environment.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Plans, directs, oversees, and coordinates programs, activities, and projects in the Technical Services Division.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; trains staff in work procedures.
- Monitors operations, activities, and processes for acquisitions programs; recommends improvements and modifications and prepares various reports on operations and activities; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Supervises and administers the procurement of library materials, including placing and expediting orders; processes invoices; places purchase orders; updates databases with acquisition and vendor information; develops reports for management review.
- Serves as system administrator for the Washington County Cooperative Library Services Integrated Library System acquisitions module used to manage the library's material budget and accounts for acquisitions expenditures.
- Uses complex software to track expenditures on library materials and monitors expenditures against budgets.
- Provides budget reports and alerts responsible staff when purchases are nearing budget limits.
- Assists with the transfer and reconciliation of expenditure data between Integrated Library System and the City's financial software systems.
- Interacts with vendors to ensure timely and accurate procurement and delivery of library materials.
- Develops and maintains serials tracking systems and databases; identifies and maintains serials ordering and tracking patterns; creates records for new publications; tracks serials for changes in status and informs the appropriate technical and library services staff regarding those changes; updates tracking systems and databases on a monthly basis and produces monthly reports as needed.
- Prepares serials invoices and subscriptions and communicates with outside vendor regarding changes and corrections.
- Interfaces with all branches regarding assigned function; assists library staff with questions and issues regarding all library materials.
- Assists Library Assistants with receiving and inspecting shipments of library materials and reconciles shipment contents against purchase documents.
- Carries out "copy cataloging" using cataloging records supplied by vendors and enters cataloging data into the Integrated Library System.
- Identifies, processes, and follows up on missing and damaged materials; files claims with the appropriate vendors; interfaces with vendors via phone, email, or other means of communication to resolve issues and claims.
- Provides training to and may oversee other City staff and volunteers; provides specific training regarding the resolution of issues with or claims for missing or damaged materials.
- Performs routine maintenance on library materials, evaluates and makes appropriate repairs to damaged library materials.
- Creates new bibliographic records for purchased or donated materials.
- Develops and reviews instructions and procedures for cataloging, processing, periodicals, mending, collection maintenance, and/or acquisitions functions.
- Prepares and maintains accurate and complete records of the work performed; prepares clear and concise reports; creates related written materials as necessary.
- Serves as Person In Charge as needed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, discipline, and the training of staff in work procedures.

- Principles, practices, and service delivery of library acquisitions services.
- Basic principles and procedures of fund accounting and public agency budgeting.
- Library classification and bibliographic terminology.
- Purchasing principles and procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of library services, programs, and promotions.
- Business letter writing and basic report preparation techniques.
- Record keeping principles and procedures.
- Basic mathematical principles.
- Modern office practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word-processing, spreadsheet, and ILS programs.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, select, motivate, and evaluate the work of staff.
- Plan, schedule, assign, and oversee activities of staff; train staff in work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in assigned projects, studies, and programs.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws and regulations.
- Recommend and implement goals, objectives, and practices for providing effective and efficient library services and programs.
- Prepare written reports and correspondence.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade supplemented by college-level coursework in library science and three (3) years of increasingly responsible experience in a public library, including one (1) year of lead or supervisory experience.

Licenses and Certifications:

- May be required to possess or have the ability to obtain, a valid Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone; may be required to operate a motor vehicle and to visit various City and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.