



June 2008

ACQUISITIONS COORDINATOR

DEFINITION

Under general supervision, 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; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Library Division Manager. Exercises technical and functional direction over and provides training to lower-level staff and volunteers as assigned.

CLASS CHARACTERISTICS

This is a single-position classification that oversees and administers programs in the Technical Services Division in the Library. This class performs specialized and complex administrative, technical, and office support work. Responsibilities include 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. Responsibilities require the frequent use of tact, discretion, and independent judgment. This class is distinguished from the Library Assistant class series in that it has technical and functional 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.
- 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 Inter Library Information (WILI) 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.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- 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:

- 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.

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.