



DATE	June 2008
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Acquisitions Librarian
DEPARTMENT/DIVISION: Library
REPORTS TO: Library Supervisor

SUMMARY: Responsible for acquisitions of library materials in all formats, including firm orders, approvals, and subscriptions. Will direct and evaluate the development of the library collection. Will work closely with the Library Supervisor and library selectors to establish and execute ongoing collection review. Will prepare specifications and evaluate bids for the procurement of products and services. Prepare materials budget estimates, establishing fund allocations, monitoring expenditures, and fiscal closing using library integrated system. Maintain acquisitions data and statistics. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS

- Orders all library materials, which includes: firm orders, approvals, and subscriptions, order and receipt of materials in print, digital, and electronic formats. Maintain order records for audit trail.
- Prioritizes the distribution of collection funds.
- Review and analyze collections, conduct collection evaluation programs and assess collection strengths and weaknesses in all subject areas. Collect annual usage and collection age statistics.
- Communicate with donors and evaluate donated materials for suitability.
- Maintain collection in assigned area of responsibility, which includes: selecting books for purchase; repairing books; determining books to withdraw from the library and writing annual policy statement.
- Responds to inquiries from the public in person and over the phone to help them obtain the information they are seeking; conducts research to locate related information.
- Participates in/on a variety of meetings, teams, committees, and/or other groups to receive and convey information.
- Provide leadership to Library Selectors team, which helps to maintain and keep the library collection current and useful to the community. Trains selectors in library selection policies and procedures.
- Solicits long and short terms bids from vendors, which includes defining specifications and recommending vendor selection. Renew vendor contracts annually.
- Monitor compliance with contract terms and specifications. Evaluate the performance of external contractors/vendors.
- Performs other duties as assigned.
- Chairs Collection Development Policy Team.

- Organizes, edits and implements annual publication of the Collection Development Policy Manual.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employee follow policies and procedures
- Maintains and manages the Library's materials budget, including grant funds, using Innovative Interface, Inc. (III) software. Meets monthly with library financial technician to reconcile library budget with city budget.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of library science principles and practices
- Knowledge of collection development principles and practices
- Knowledge of fund accounting and library budgeting practices
- Knowledge of library acquisitions business practices
- Knowledge of cataloging practices
- Knowledge of research methods and practices
- Knowledge of electronic databases
- Knowledge of trends related to digital acquisitions
- Knowledge of reference materials, techniques, and practices
- Knowledge of print and online reference sources
- Working knowledge of integrated library systems, preferably Innovative Millennium Acquisitions module
- Skilled in delegating and prioritizing work
- Skilled in developing and administering budgets; strong basic mathematical skills.
- Skilled in developing collections
- Skilled in evaluating web sites for reliability, accuracy, and appropriateness
- Skilled in conducting Internet searches
- Skilled in preparing clear and concise reports
- Skilled in providing customer service, internal (staff) and external (customers and vendors)
- Skilled in operating a computer and related software applications
- Skilled in communicating effectively with a variety of individuals
- Skilled with vendor negotiations, licensing agreements, and electronic invoicing
- Ability to work in cross-organizational collaboration

MINIMUM QUALIFICATIONS:

- Master's degree in Library Science from an ALA accredited school
- Two years progressively responsible library experience

PREFERENCES:

- One year of supervisory experience
- One year experience using Innovative Interfaces acquisitions module.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds
- Work is typically performed in a standard office environment

CONDITIONS OF EMPLOYMENT:

- Must satisfy pre-employment drug test
- Must satisfy criminal history check
- Must satisfy motor vehicle records check