

LIBRARIAN JOB DESCRIPTION

Position Title: Head, Acquisitions Department

Department: Technical Services Division

Reports To: Director, Technical Services Division

Date:

Hours: Full-time, Monday through Friday

Salary/Benefits: Rank and salary commensurate with experience, minimum Librarian II;

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POSITION SUMMARY

The Head of Acquisitions is a creative and team-oriented professional who oversees acquisitions functions for an ARL-level library with an annual materials budget of approximately \$6 million. This position reports directly to the library's Director of Technical Services and oversees seven paraprofessional staff members. Responsibilities include management of serials and monographs acquisitions, ordering and invoicing for digital resources, processing and tracking fund expenditures, vendor relations, and staff supervision. Acquisitions is a key function in the library and this department head works collaboratively with many other librarians outside the Technical Services Division including some 20 bibliographers for the general collections and those purchasing materials for special collections. The Howard-Tilton Memorial Library is a rapidly changing environment and its Head of Acquisitions is expected to develop expertise with emerging technologies and lead and/or participate in innovative library projects.

QUALIFICATIONS

Required: ALA-accredited MLS; minimum 3 years library acquisitions experience with increasingly responsible work assignments and supervisory responsibilities; ability to multitask and manage detail; strong oral and written communication skills; strong critical thinking skills; accounting experience; experience with vendor relations; knowledge of ILS systems and EDI; potential for leadership in a collaborative setting; productive attitude and enthusiasm for an innovative and changing environment.

Preferred: Acquisitions experience in a mid-to-large academic or research library.

KEY RESPONSIBILITIES:

Planning: With the Head of Cataloging and Head of Database Management, the Head of Acquisitions assists the Director of Technical Services as a member of the Technical Services Division's management team for planning and coordination of general technical services work and special projects.

Oversight of acquisitions functions: Oversees ordering, invoicing, and receiving for all materials; ensures that orders are placed with appropriate vendors and materials received in a timely manner; reviews orders on a rotating schedule; reviews and approves purchasing card

purchases.

Processing ordering and invoicing for electronic databases: Ensures accurate and efficient processing of orders and invoices for digital resources and works closely with the Associate Dean, the Digital Services Department, and the Electronic Management Resources Department on matters pertaining to licensing and access.

Oversight of budget and funds: Monitors collections budget expenditures in the library's ILS system (Ex Libris Voyager) and is responsible for all acquisitions payments and vendor relations, for budget reconciliation at the University level, and for overseeing the fiscal year close. Prepares for the next fiscal year by distributing fund allocations within the ILS as directed.

Vendor relations: Represents the library in communications with vendors regarding purchases and payments; ensures vendor statements are promptly reviewed and unpaid invoices are secured, reviewed and paid; selects vendors through knowledge of trends in acquisitions; monitors vendor performance and makes recommendations for changes as necessary.

Staffing: Supervises and reviews acquisitions personnel. Assists in hiring new personnel in the event of vacancies.

Financial Responsibility: Yes. Oversees expenditures of approximately \$6M annually.

Supervisory Responsibility: Yes.

Is this position at risk of exposure to blood borne pathogens? No

Department Head:
Librarian:

Date:
Date: