

Acquisitions Technician

Position Title: Acquisitions Technician

Grade: 4

Immediate Supervisor: Collection Development Manager

Basic Function:

Builds/submits orders to vendors for library materials/office supplies using Acquisitions Module of integrated library software. Confirms accuracy of invoices on received shipments. Resolves shipping and invoice problems with vendors and returns damaged items for replacement or credit. Responsible for electronic invoicing/ordering processing. May organize timing of deliveries and returns of materials to vendors.

Distinguishing Features of the Class:

This classification requires accurate computer data entry and basic accounting skills as well as problem solving and inventory management skills. Works closely with the cataloging unit of Technical Services and is cross-trained to perform some technical services duties. Employees assigned to this class are required to provide service in accordance with the Library's mission and core values.

Characteristic Duties and Responsibilities:

Places orders for books and non-book materials that have been chosen by the selectors using the appropriate electronic ordering software, the Internet or direct ordering. Uses appropriate functions in the automated system to determine the estimated cost of the purchase order and the number of volumes being ordered. Prepares material purchase order requisitions under supervision of Collection Development Manager.

Builds the vendor file in cooperation with Fiscal Officer by creating records and codes for each supplier used by acquisitions.

Prepares material purchase orders and may enter them into the accounting system.

Verifies electronic invoices.

Notifies the Fiscal Officer when a purchase order is complete or canceled and ready to be cleared.

Resolves shipping and invoice problems with vendors and returns damaged items for replacement or credit.

Identifies materials that have not been received and claims them from vendors.

May be required to perform the duties of the Catalog Clerk as needed.

Assists Department Manager with Collection Management projects (including, but not limited to collection development,-record management)

ACQUISITIONS TECHNICIAN

Knowledge, Skills and Abilities:

Proficiency in mathematics, and accounting procedures. Proficiency in working in an electronic environment.

This position requires a high comfort level with a variety of computer software and the ability to adapt to a changing electronic environment.

Ability to use Microsoft Office software to prepare documents.

Ability to think analytically and to develop/adapt to new or revised procedures and workflows in conjunction with the Collection Manager and the Fiscal Officer.

Ability to physically grasp materials and equipment.

Ability to manipulate loaded book carts weighing up to 100 pounds.

Able to tolerate periods of prolonged sitting and computer use.

Ability to type/input accurately at approximately 30 words per minute.

Ability to establish and maintain an effective working relationship with people within the organization and out.

Ability to resolve problems with vendors.

Exercises discretion regarding passwords and accounts.

Effective written and oral communication and good interpersonal skills; must be well-organized, accurate, and able to work well with non-technical staff/*vendors*; must possess tact and courtesy and the desire and ability to work as a contributing member of a team environment; must possess good judgment.

Education, Training and Experience:

High school diploma. Demonstrated proficiency in communication via e-mail. Two years library experience preferred or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Note: This job analysis describes the nature and level of assignments normally given in the position. This is not an exhaustive list of duties; additional related duties may be assigned.