

TITLE	Sr. Associate – Acquisitions/Technical Services
CLASSIFICATION	Grade 310 – Sr. Associate, Regular, Non-Exempt
HOURS	Full Time (40 Hours) Evening and weekend hours required on a rotation basis and as needed. Required to adapt to future schedule changes, given departmental and library-wide needs.

REQUIREMENTS

Education/Experience

BA or BS preferred. Associate's degree or equivalent coursework or five years of public library experience required.

Knowledge/Skills

Computer comfort and basic skills are essential. Knowledge of basic PC applications such as word processing, spreadsheets and database creation is a plus. Knowledge of basic library operations. Math skills are needed. Strong written, verbal, customer service and interpersonal skills are required.

Working Conditions

Work primarily inside the library. Sometimes required to attend meetings or training sessions outside the library.

REPORTS TO **Cataloging and Acquisitions Manager**

POSITION(S) SUPERVISED **None**

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons.” This position assists in accomplishing the mission by preparing, submitting, monitoring and, if needed, cancelling orders. This position ensures ordered materials are received, invoices for received materials are processed for payment and also that damaged materials or materials determined to be inappropriate for the collection are promptly returned to vendors. This position also maintains vendor information in the library's integrated software system and maintains and monitors selector budgets and spending.

ESSENTIAL POSITION DUTIES**% Time**

1. Acquires collection materials for the library by preparing, submitting and monitoring orders. Cancels orders as needed. 40%
2. Serves as the library's liaison with all materials vendors and resolves issues with billing, shipping and ordering. 10 %
3. Ensures ordered materials are received, invoices for received materials are processed for payment and also that damaged materials determined to be inappropriate for the collection are promptly returned to vendors. 5%
4. Maintains vendor information in the library's integrated software system. 5%

Administrative support

5. Works with library business office to provide accurate and timely information regarding purchase orders, invoices, and issues related to budgets and audits. 25%

Selector support

6. Works with selectors in facilitating orders and providing budget information 10%

Ongoing duties

5%

7. Keeps informed by attending departmental and general staff meetings and by participating in other workshops or training as requested or appropriate.
8. Serves as a positive member of the Technical Services Department by communicating effectively with coworkers, supervisors and other departments; by assisting the Cataloging and Acquisitions Manager in all aspects of providing good customer service to the public and other departments; and by understanding, performing and conveying the library's role, mission and values.
9. Performs miscellaneous additional related duties as needed by the library and assigned by the supervisor.

Communication and Teamwork**Ongoing**

- Serves as a positive (member/leader) of the (department) team by communicating effectively with coworkers and managers, by providing excellent customer service to the public and other departments, and by understanding and conveying the library's mission and values.
- Keeps informed of library activities and policies by attending general staff meetings, participating in regular department meetings, and by participating in training and development opportunities when appropriate and as requested or required. Keeps informed of current trends and issues in (department) through (memberships, trade materials, associations, etc).
- Performs miscellaneous related duties as needed by the library and assigned by the (department supervisor/manager/director).

PHYSICAL DEMANDS CHECKLIST

PHYSICAL STRENGTH FACTORS:

Lifting ☒ Yes ☐ No
 Pushing ☒ Yes ☐ No
 Pulling ☒ Yes ☐ No
 Carrying ☒ Yes ☐ No
 Reaching ☒ Yes ☐ No
 Gripping ☒ Yes ☐ No
 Does job require reaching above shoulders?
☒ Yes ☐ No
 Does job require reaching to floor level?
☒ Yes ☐ No

If yes, list maximum weight: 50 lbs.

PHYSICAL MOBILITY FACTORS:

Throwing ☐ Yes ☒ No
 Sitting ☒ Yes ☐ No
 Standing ☒ Yes ☐ No
 Walking ☒ Yes ☐ No
 Climbing ☒ Yes ☐ No
 Stooping/Bending ☒ Yes ☐ No
 Crouching ☒ Yes ☐ No
 Kneeling ☒ Yes ☐ No
 Crawling ☐ Yes ☒ No
 Twisting ☐ Yes ☒ No
 Balancing ☐ Yes ☒ No

SENSORY/PERCEPTUAL FACTORS:

HEARING:
 Conversation ☒ Yes ☐ No
 Sounds ☒ Yes ☐ No
 VISION:
 Far ☒ Yes ☐ No
 Near ☒ Yes ☐ No
 Color ☐ Yes ☒ No
 Depth ☐ Yes ☒ No
 PERCEPTION:
 Spatial ☒ Yes ☐ No
 Form ☒ Yes ☐ No
 Feeling ☒ Yes ☐ No

WORK ENVIRONMENT:

Inside Work ☒ Yes ☐ No
 Outside Work ☐ Yes ☒ No
 Hot/Cold ☐ Yes ☒ No
 Fumes ☐ Yes ☒ No
 Traveling ☒ Yes ☐ No
 Working Alone ☒ Yes ☐ No
 Working in a Group ☒ Yes ☐ No
 Interacting with the Public ☒ Yes ☐ No

HAZARDS:

Machines ☒ Yes ☐ No
 Electrical ☒ Yes ☐ No
 Sharp Tools ☐ Yes ☒ No
 Slippery floors ☒ Yes ☐ No
 Congestion ☐ Yes ☒ No
 Heat/Cold ☐ Yes ☒ No
 Dust/Vapor ☐ Yes ☒ No

OPERATE:

Equipment ☒ Yes ☐ No
 Telephone ☒ Yes ☐ No
 Computer ☒ Yes ☐ No

ACCESSIBILITY FACTORS:

Doors ☒ Yes ☐ No
 Aisles ☒ Yes ☐ No
 Tables ☒ Yes ☐ No
 Telephones ☒ Yes ☐ No
 Staff Room ☒ Yes ☐ No
 Bathrooms Public ☒ Yes ☐ No
 Drinking Fountain ☒ Yes ☐ No
 Parking ☒ Yes ☐ No