

Acquisitions Assistant

JOB TITLE: Acquisitions Assistant

FLSA STATUS: Non-exempt

GRADE: 35

DEPARTMENT: Collection Services

APPROVED DATE: 01/1998

REVISED DATE: 02/2014, 05/2021, 02/2022

Job Summary

The Acquisitions Assistant creates purchase orders, imports temporary records for on-order materials, manage subscriptions, communicates with library vendors and verifies the accuracy of invoices to ensure efficient movement through proper workflows; performs complex troubleshooting and provides library support tasks to contribute to the Library District's effective operation.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Manage/Administer all acquisitions activities to ensure the ordering of material and their efficient movement through the workflow of the Technical Services departments. This is achieved by using the Library's Integrated Library System (ILS), OCLC, and online tools. Acquisition's activities will include: creating purchase orders using knowledge of the processing requirements of library materials to select the appropriate vendor account; importing of

temporary on order records; verifying accuracy of invoices and processing them to show receipt of materials in the ILS.

2. Provide regular, courteous, helpful and efficient customer service to both internal (staff) and external (vendor) customers in response to their queries.
3. Perform bibliographic searches using online sources such as vendors' databases, OCLC and the district's integrated library system (ILS).
4. Use vendor reports and information, maintain the Acquisitions database by making decisions using established guidelines on backordered titles, cancellations, and order claims.
5. Represent the Library in communication with vendor representatives to resolve billing and shipment discrepancies.
6. Coordinate efforts with Finance department to determine the cause of complex payment issues and resolve them to reconcile expenditures in the Library's accounting software and Integrated Library Systems (ILS).
7. Maintain records of all periodical subscriptions and vendor standing order accounts, and act as liaison with vendor representatives.
8. Contribute to documentation of acquisition procedures and provide input and feedback on workflow improvements.

Additional Duties and Responsibilities

1. Perform specialized duties in support of department services as directed.
2. Prepare correspondence and reports.
3. Train new staff as needed.
4. Attend meetings, trainings, and workshops as assigned.
5. Assist with special projects as required.
6. Perform other duties as assigned.

Supervision

The position typically reports to a division manager or assistant manager. Supervision of others is not a normal part of the position's work.

Knowledge, Skills, and Abilities

1. Knowledge of basic accounting skills and ability to manage accounts.

2. Knowledge of established practices and procedures for an integrated library system (ILS) and Library District policies and procedures.
3. Knowledge of end users' customer experience.
4. Strong customer service skills.
5. Strong organization and attention to detail.
6. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
7. Ability to communicate effectively with diverse audiences.
8. Ability to work independently and to set priorities.
9. Ability to adapt to changing environmental conditions.
10. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
11. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. A college-level education or specialized training such as in library science or other profession-based subject areas.
2. Two years' related professional experience required or equivalent combination of technical training and related experience.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent must frequently move objects weighing up to 35 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.