



CLASS SPECIFICATION

Class Title: Library Acquisitions Assistant
Department: Library
FLSA: Non-exempt

Class Code: 4409
Eff. Date: 03/22/01
Grade: 12
Revised: 11/23/2020

GENERAL PURPOSE

Under the general supervision from a Library Administrator, performs specialized support service work requiring advanced knowledge of computer applications related to the purchasing, acquisition or preparation of library materials or the preparation of departmental financial reports, payroll and other files and records.

EXAMPLE OF DUTIES

Places orders for library materials using an automated acquisitions software package; manages records related to orders which have been placed; verifies the accuracy of orders which have been placed; manages the process for placing orders to assure that all orders are placed in a timely manner; works with other staff members to assure placement of orders is effectively integrated into other technical-service processes.

Receives library materials using an automated acquisitions software package; completes necessary computer records on orders; monitors discrepancies between orders placed and orders received and contacts vendors to resolve such discrepancies; adds appropriate information to record to initiate remaining technical-service process to prepare materials for the public; completes computer invoicing and moves paper and/or electronic copies of invoices to accounts payable to be paid.

Completes acquisitions process, edits holdings records and checks records for accuracy using an automated software package; prints spine and other labels for materials in various formats, matching computer record information, binding needs and format for each item using library and label printer software; works with other staff members to assure holdings information is accurate and workflow is integrated into other technical-service processes.

Provides administrative support under the direction of a supervisor or library administrator including, but not limited to payroll entry and verification, invoice entry, preparation of financial reports and spreadsheets, budget planning and preparation, library files and records maintenance, including scrapbooks and board meeting preparation. Performs confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the Library department, requiring receiving and handling sensitive information and maintaining strict confidentiality.

Oversees periodicals order for the library system, working with designated staff to ensure subscription issues, renewals and acquisitions processes are completed in advance of deadlines.

Orders supplies, furnishings and equipment for the library system; maintains records on orders; maintains records on stocks of supplies and creates and places orders as needed; manages records related to County inventory and surplus procedures for furnishings and equipment; works with vendors to attain favorable pricing; works with Library Director to prepare yearly purchasing schedule.

Performs miscellaneous tasks that benefit the library's mission at both the individual branch and system-wide level.

Operates a motor vehicle in a safe manner and in compliance with all Utah law and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

High school graduation (or equivalent) plus the equivalent of one (1) year of full time paid experience in a public library environment.

2. **Special Qualifications:**

Must furnish personal transportation for on-the-job travel.

Employees driving a personal or a County vehicle for job related travel must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. **Necessary Knowledge, Skills, and Abilities:**

Working knowledge of: departmental practices and procedures, computer operations, computerized library catalog search procedures.

Skill in: using all applicable computer hardware and software applications, filing and retrieving information, library materials, and forms.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: operate applicable computer software and hardware, operate multi-line telephone and modern office equipment, perform routine and detailed clerical duties, follow written and oral instructions; communicate effectively (orally and in writing), establish and maintain effective working relationships with supervisors, employees, other departments, agencies, and the general public.

WORKING CONDITIONS

Work a flexible schedule that may include daytime, evening and weekends; employees may work extended hours. Retrieve materials from shelves positioned from 3" above the floor up to 72" in height quickly and accurately.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***