

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Acquisitions Librarian</b>
<b>Class Code Number</b>	<b>3021</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>ASEA Bargaining Unit</b>
<b>Effective Date</b>	<b>January 2020</b>

### General Statement of Duties

Performs and coordinates functions that require specific knowledge and skills necessary to include, but are not limited to, processes library acquisitions, prepares purchase orders for acquisitions, performs cash handling, orders library materials/supplies, maintains vendor information, processes inter-library loan requests, and serves as an immediate contact point for Library patrons and provides staff support in the use of all library services; performs related works as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide information to the public on Library services and perform acquisition duties in support of Library activities. This class is distinguished from the class of Library Assistant by the performance of either Library acquisitions or other related Library projects of a similar scale. The work is performed under the direct supervision of the Library Director but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Sitka Public Library as required or as assigned by Library Director. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, and the public. The principal duties of this class are performed in a public library environment and may require working evenings and weekends as needed. An employee in this class may perform any one or more or any additional duties as assigned.

### Examples of Essential Work (Illustrative Only)

#### Acquisition Services/Interlibrary Loan/Cash Handling

- Processes Library acquisitions, including securing cost-effective mailing and ordering procedures, determine Library needs through coordination with Library personnel and the Library Director;
- Prepares purchase orders for Library acquisitions on the appropriate systems database, processes all receipts to accounts payable and coordinates purchasing and receiving for payment with City staff;

- Maintains thorough and accurate records through database management involving Library acquisitions and all Library fiscal accounts and related matters;
- Maintains the petty cash fund;
- Assists with invoice tracking;
- Recommends, develops, and implements workflows and procedures for acquisitions;
- Participates in inventory of the library collections as requested;
- Perform, coordinates, and trains other staff in initial processing of received materials;
- Provides regular reports on acquisition activities and maintains statistics for related areas;
- Orders library materials through established vendor systems as directed;
- Monitors order transmissions and confirmations and assists with tracking fund expenditures as needed;
- Maintains acquisition and vendor records;
- Performs cash reconciliation of all monies collected through Library processes, couriers cash to the central accounting office and performs related accounting procedures;
- Processes and prints overdue notices weekly and assess delinquent accounts regarding overdue and lost materials;
- Processes Interlibrary Loan requests, including locating material, preparing material for check out, responding to the requests of other institutions, maintaining Interlibrary Loan accounts and returning/receiving material;
- Performs Alaska Library Consortium (ALC) circulation contact duties such as oversees mailing of outgoing consortium materials, tracking items in transit and contacts other consortium libraries regarding duplicate accounts, missing items and any associated errors;
- Helps oversee training of volunteers and library assistants regarding all mailing and outgoing consortium materials services;
- Works closely with the Technical Services, Adult Services, Youth Services in developing efficient acquisition receiving and distribution for library services and library materials;
- May assume authority in the absence of the Library Director in accordance with established Library policy;
- Performs other related duties as assigned.

### **Electronic Services Acquisitions**

- When directed by the Library Director, identifies new electronic resources, sets up trials, and involves staff in evaluation process. Evaluates content, electronic interface and functionality. Coordinates purchases of electronic resources with that of paper formats;
- Maintains record of licensing agreements. Monitors use, collects and reports statistics;
- Liaison with vendors regarding electronic resources, responsible for finalizing negotiations of licenses, ordering, and managing access to electronic resources;
- Performs other related duties as assigned.

### **Library Assistant Duties**

- Oversees training of circulation policies and procedures for new and temporary employees;
- Explores all possible information sources for inquiring patrons, including all materials with the Library consortium, other contributing libraries in the Interlibrary Loan program and other related sources as necessary;
- Maintains a knowledge of reference services within the Library, and provides reference services to patrons on a wide variety of subjects and educational levels;
- Maintains a safe and secure Library environment through monitoring patrons adherence to Library procedures and guidelines and maintaining an awareness of all persons within the facility;
- Provides staff training on the use of current and newly acquired computer, communication or related equipment;
- Trains the visually impaired in the use of computer equipment;

- Prepares the Library for opening and/or closing times; Provides demonstrations to patrons in the use of technological aspects of the Library, including microfilm, microfiche, Library's computer systems, word processors, scanners and Internet systems;
- Greets all Library patrons and members of the public in a courteous and professional manner;
- Works regular and /or relief shifts on all public service desks. Operates online circulation system to include check materials in and out, adjusting patron accounts and registering new users. Interview patrons and answers reference questions of all levels of difficulty. Able to fulfill all "desk duty" services with routinely schedule hours at the circulation desk;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities

- Thorough knowledge of standard library practices and procedures;
- Thorough knowledge of equipment used in library operations, including microfilm, microfiche, video and related communications equipment, Library computer systems and Internet services;
- Ability to ascertain the needs of Library patrons and direct them to the needed resource within the Library or contact outside services to ensure all available information is obtainable to the patron;
- Ability in basic math computations and alphabetic filing systems;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Acceptable Experience and Training

- Graduation from high school or possession of a GED, preferably supplemented by an Bachelor's Degree or equivalent in a related field; and
- Considerable public library experience (2 to 4 years) using basic research techniques, library sciences or other related fields; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

None

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to read books and patron requests;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to type and record library files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to reshelve library materials.

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