



Job Classification Description

ACQUISITIONS COORDINATOR VSCSF BARGAINING UNIT

**Grade 10
Non-Exempt**

BASIC FUNCTION

To oversee, coordinate and carry out acquisitions of library materials.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Run pre-determined acquisitions formulae on various databases to generate lists of potential acquisitions for approval by the Library Director or designee. Assemble order requests from Collection Development Committees. Search for items in bibliographic and commercial databases. Generate list of potential acquisitions for final approval by the Library Director. Liaise with librarians to review and optimize standing orders and serials orders.
- Identify appropriate vendors for books, videos, serials, software and other media. Perform periodic analyses of vendor prices and services to optimize library acquisitions budget. Send approved orders to appropriate vendors by e-mail, fax, telephone, or mail. Pay invoices through the college's accounting database and the library's corporate credit card.
- Track expenditures, encumbrances, the working cash balance and standing order allotments. Reconcile accounts between the library management software and the college's accounting system. Identify and correct any discrepancies by communicating with vendors and college business office staff. Provide periodic acquisitions and budget reports to the Library Director.
- Process orders as they arrive. Receive items in the library management database and begin processing arriving materials by downloading machine-readable cataloging records and enter into the library's bibliographic database. Assist with cataloging and rush process items needed urgently. Inform requestors of the arrival of items. Track arrivals of serials and claim missing issues from the serials vendor.

SUPERVISION RECEIVED

- General supervision is received from the Technical Services Librarian.

SUPERVISION EXERCISED

Some supervision of part-time student assistants.

MINIMUM QUALIFICATIONS

Bachelors degree plus two to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Excellent overall understanding of college library organization and systems, with a broad base of technical knowledge and skills related to the area(s) of specialization of the position. Relevant training/experience in use of computerized library information systems desirable and possibly required.

- Ability to deal effectively with library patrons.
- Strong reading, writing, math, and analytical/problem-solving skills.
- Good basic administrative, organizational and supervisory skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.