

# Oshkosh Public Library Position Description

**Position:** Technical Services Acquisitions / Serials Management Assistant

**Classification:** Library Assistant II

**Department:** Technical Services

**Date:**

## GENERAL PURPOSE

Coordinate with Collection Development/Acquisitions Librarian to place and receive orders for library materials; create invoices and pay in the Acquisitions module of the ILS; order replacements and return materials to library vendors.

**Supervisor** Head of Technical Services

**Salary Matrix Level** C

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty / Responsibility	Performance Standards
<b>Acquisitions</b>	
<ul style="list-style-type: none"> <li>Place orders of library materials via ILS or purchase orders</li> </ul>	<ul style="list-style-type: none"> <li>Within one day of receiving order from Collection Development and Acquisitions Librarian, library materials are ordered and appear as "on order" in the catalog.</li> </ul>
<ul style="list-style-type: none"> <li>Unpack and check in library materials upon receipt, flag or make notes to prioritize items that have reserves or need other special processing and distribute materials to catalogers.</li> </ul>	<ul style="list-style-type: none"> <li>Within two days of receipt the materials are on catalogers' shelves. Items with reserves are prioritized for quicker processing.</li> </ul>
<ul style="list-style-type: none"> <li>Create invoices and pay on the ILS.</li> </ul>	<ul style="list-style-type: none"> <li>Invoices are shown as paid.</li> </ul>
<ul style="list-style-type: none"> <li>Pack and mail materials that must be returned to vendors</li> </ul>	<ul style="list-style-type: none"> <li>Duplicates and damaged items are returned, with damaged being re-ordered.</li> </ul>
<b>Serials management</b>	
<ul style="list-style-type: none"> <li>Annually add, renew or cancel titles through vendor database. Follow up on renewals for titles not available through vendor. Notify staff and the public of titles that have ceased publication.</li> </ul>	<ul style="list-style-type: none"> <li>Titles are received seamlessly, with no interruption in service.</li> </ul>
<ul style="list-style-type: none"> <li>Determine funds to be charged for invoices.</li> </ul>	<ul style="list-style-type: none"> <li>The correct library materials fund is charged.</li> </ul>

<ul style="list-style-type: none"> <li>Report missed issues for magazines and newspapers.</li> </ul>	<ul style="list-style-type: none"> <li>Missing issues are received</li> </ul>
<ul style="list-style-type: none"> <li>Label magazine shelves and folders in the Reading Room.</li> </ul>	<ul style="list-style-type: none"> <li>Users can easily find the titles.</li> </ul>
<ul style="list-style-type: none"> <li>Process new magazines for public use and remove past month's copies to prepare for circulation.</li> </ul>	<ul style="list-style-type: none"> <li>The most current issue of the magazine is available to the public</li> </ul>
<ul style="list-style-type: none"> <li>Check in, stamp and put out newspapers for the public</li> </ul>	<ul style="list-style-type: none"> <li>Local newspapers are available for the public by 9:30 am each day. Newspapers received via US Mail are available within 15 minutes of delivery of mail.</li> </ul>
<b>Physical Processing Support</b>	
<ul style="list-style-type: none"> <li>Collect damaged materials and coordinate repairs.</li> </ul>	<ul style="list-style-type: none"> <li>Materials previously unusable by the public and are repaired and ready for circulation</li> </ul>
<ul style="list-style-type: none"> <li>Create trust fund or memorial cards for items purchased with trust or memorial funds.</li> </ul>	<ul style="list-style-type: none"> <li>Items can be identified in the collection and by the public as purchased with these funds.</li> </ul>
<ul style="list-style-type: none"> <li>Create list and pack library materials that are sent to the bindery. Upon return, unpack and determine processing needed to ready materials for circulation</li> </ul>	<ul style="list-style-type: none"> <li>Materials are bound, correctly processed and ready for circulation.</li> </ul>
<ul style="list-style-type: none"> <li>Check newly processed material for errors in labelling.</li> </ul>	<ul style="list-style-type: none"> <li>Correct labeling ensures the material can be easily found in the collection.</li> </ul>
<ul style="list-style-type: none"> <li>Withdraw items from the collection and the ILS and assist in relabeling projects or fixing items that have labeling errors.</li> </ul>	<ul style="list-style-type: none"> <li>Collection is kept current and items can be easily found in the collection.</li> </ul>
<b>Other duties</b>	
<ul style="list-style-type: none"> <li>Adds title entries for songs on compact discs and songbooks</li> </ul>	<ul style="list-style-type: none"> <li>Public can access this information through the catalog with a title search</li> </ul>
<ul style="list-style-type: none"> <li>Answer the department phone. Respond to people entering at the delivery door, find employees for service people or sign for deliveries.</li> </ul>	
<ul style="list-style-type: none"> <li>Sort daily mail delivery</li> </ul>	<ul style="list-style-type: none"> <li>Mail is distributed to appropriate staff</li> </ul>
<ul style="list-style-type: none"> <li>Other duties as assigned</li> </ul>	

## **KNOWLEDGE, SKILLS AND ABILITIES**

Effective customer service skills

Ability to multi-task and determine priorities during fluctuating workflow.

Knowledge of library materials organization.

Computer skills including experience with word processing and spreadsheet software, email, Internet navigation. Thorough knowledge of the ILS acquisition system and searching capabilities on OCLC .

Ability to adapt to change; willingness to learn new ways of doing things, including new technologies.

## **REQUIRED EDUCATION AND/OR EXPERIENCE**

High school diploma or equivalent required; some college education preferred.

## **TOOLS AND EQUIPMENT USED**

Typical office equipment, computers and software including computer workstation, fax machine, photocopier, telephone, label printer, postage meter and printers.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Position requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is moderate. Most work is indoors.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.