

TITLE: Library Technician, Collection Management Services

COMPANY: LA Law Library

FULL/PART TIME: Full Time

SCHEDULE: 8AM – 4:45PM, Monday-Friday

SALARY: Commensurate with experience plus excellent benefits.

ABOUT LA LAW LIBRARY

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information. In addition to acting as the curator and cultivator of a superior collection of legal resources comprised of nearly one million volume equivalents -- including one of the nation's largest foreign and international law collections, LA Law Library serves as a gateway to legal information and a navigator facilitating access to the legal system for those who do not have or cannot afford legal representation.

Our staff serves more than 50 thousand patrons annually, both nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of our many partners to provide innovative legal research technology and services.

POSITION INFORMATION

The LA Law Library is currently seeking a Library Clerk within its Collection Management Services (CMS) department. This position is responsible for preparing, transmitting and monitoring new and replacement orders in all formats (including electronic resources) in Collection Management Services. Candidate must be detail oriented with strong organizational skills.

RESPONSIBILITIES AND DUTIES:

The following activities are within the responsibilities of the Acquisitions Technician performed under limited supervision and per established guidelines.

Verifies bibliographic and order information

- Searches various databases such as the local Integrated Library System (ILS), bibliographic databases, and publishers web sites demonstrating an understanding of the functional requirements for bibliographic records
- Confirms availability and cost of the requested materials
- Researches most cost effective prices for acquiring requested materials (comparative acquisitions)

Creates and transmits purchase orders for firm, standing, subscription, replacement orders and gifts

- Reviews vendor assignment when needed with supervisor
- Creates and approves routine purchase orders
- Transmits purchase orders by a variety of means
- Coordinates replacement of materials with Collection Maintenance Supervisor

Updates records for library materials purchased

- Receives orders using the local ILS

- Updates MARC holdings when appropriate demonstrating an understanding of the library's utilization of Marc holdings
- Revises other library files associated with materials record keeping
- Creates invoices in the local ILS for approval
- Communicates with publishers/vendors to resolve any discrepancies in invoices and statements.

Claims materials that should have been received

- Records claims in the local ILS
- Transmits and monitors claims to make sure material is received exercising judgment to resolve problems

Creates or updates records when appropriate

- Monitors vendor information and updates records exercising independent judgment
- Creates bibliographic, holdings and items records as needed in the local ILS
- Handles vendor correspondence and closure of records associated with cancellations authorized by appropriate supervisory staff
- Communicates needed bibliographic record changes to Cataloging Department exercising independent judgment
- Coordinates with Continuations staff various Depository activities

Assists with other Collection Management tasks and activities

- Oversees organization of binders and other duplicates that are used for replacements
- Searches duplicates when needed for replacements as instructed
- Manages the sales of withdrawn materials on ALIBRIS and preparation for in-house book sales
- Assists with training
- Provides back up for Serials staff when needed
- Other assignments as needed

POSITION QUALIFICATIONS:

Required

- Associate's degree with course work emphasis in Library Technology or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities
- 2-3 years Library work experience Ability to work in a team environment with diverse staff
- Knowledge of legal materials, publishers, and vendors
- Ability to communicate effectively with vendors and staff
- Proficiency in operating general office and library equipment including personal computer and software programs typically associated with library operations including MS Office
- Ability to read and interpret procedures in order to exercise independent judgment
- An aptitude for complex, analytical, detailed work
- Ability to effectively organize files

Preferred

- One or more years law library experience.
- Working knowledge of one or more foreign languages

- Ability to work with flexibility in a changing environment
- Familiarity with an integrated library system such as Voyager

WORK ENVIRONMENT

Will be working in a busy office environment.

PHYSICAL ABILITIES REQUIRED

- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one job location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk for long periods of 45+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.

BENEFITS

LA Law Library currently offers a comprehensive benefits package including California Public Employees Retirement System (pension program), choice of 10 medical insurance plans, dental and vision insurance plans, paid leave accruals, 13 paid holidays, life and long-term disability insurance, 457 Deferred Compensation plan, Flexible Spending Account (FSA); as well as a transportation allowance/reimbursement program for using public transit or free parking if you drive.

EQUAL OPPORTUNITY EMPLOYER

LA Law Library is an equal opportunity employer. It does not discriminate against qualified employees or applicants based on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law. Equal employment opportunity will be extended to all persons in all terms and conditions of employment.

To apply for this position, please send a resume and cover letter to Careers258@lalawlibrary.org. To view other job openings please visit our website at www.lalawlibrary.org/CAREERS.