

LA LAW LIBRARY JOB DESCRIPTION

Title:	Managing Librarian, Serials & Acquisitions
Department:	Collection Management Services
Focus:	Serials & Acquisitions
Reports to:	Director of Collection Management Services
Position(s) Supervised:	Library Technician, Acquisitions; Library Technician(s), Serials
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the supervision of the Director of Collection Management Services, is responsible for the acquisition, receipt, invoicing, and claiming of collection materials in all formats and languages, including electronic resources. Assists with acquisitions and collection development decisions. Supervises and maintains responsibility for fiscal integrity of acquisition and payment processes.

Responsibilities and Duties

The following activities are within the responsibilities of the Serials and Acquisitions Librarian and are performed with limited supervision:

Supervises Acquisitions and Serials staff who order and record materials that are received on the basis of firm orders, subscriptions, standing orders, and depository programs in all formats, including electronic resources and global materials in numerous languages.

- Oversees workflow in the Acquisitions and Serials group and makes appropriate task assignments with regard to acquiring and receiving in the local Integrated Library System (ILS)
- Monitors quality of activities and provides training as needed and determines appropriate corrective measures
- Analyzes and evaluates workload to ensure appropriate staffing levels
- Develops written instructions and keeps them current
- Initiates, negotiates and maintains relations with booksellers, subscription agents, and content providers, and evaluates their performance. Monitors vendor statements and resolves complex vendor problems
- Participates in hiring, evaluation, counseling, and disciplining of direct reports

Maintains integrity of financial tracking, decision-making and approval regarding acquisitions of library materials

- Proposes, supports, and monitors the budget for library materials
- Oversees approval of payment process pursuant to policy and budget
- Provides budget analysis & reports, and ensures budget projections are achieved

Manages Claim procedures

- Coordinates and distributes claim notices produced by the local ILS
- Handles complex claims
- Monitors staff to ensure claiming process is completed and material is received in a timely manner.

Coordinates major cancellation projects

- Identifies required steps for each project; plans, organizes and executes process and assigns tasks
- Trains staff on how to create and/or update the local ILS records when appropriate
- Assures that all purchase order and check-in component information is updated when changes occur
- Assures that correct MARC holding records are updated with bound volume information, new components, or other related information

Coordinates the Federal Depository program

- Oversees receipt, claiming and weeding of government documents
- Completes survey forms, updates depository selections in coordination with Director, Collection Management Services and Reference staff

Participates in achieving divisional and departmental goals

- Collects and maintains statistics for library collection.
- Coordinates activities with other Collection Management Supervisors
- Assists in problem solving by analyzing and evaluating information found in library catalogs, web sites and other tools
- Provides input for departmental and divisional policies and procedures
- Provides reports, statistics and data analysis with recommendations as required
- Participates in contract negotiations as one of the members of the team
- Provides collection development recommendations
- Coordinates used book sales and their pricing
- Participates in library's materials preservation policies and procedures
- Participates in staff meetings, group activities or committee assignments
- Reports and acts on violations of the Law Library's policies including its non-harassment policies
- Other duties as assigned.

Position Qualifications

Required:

- A graduate degree in librarianship from a school or accredited institution by the American Library Association or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- 4+ years' experience as a professional Law Librarian, demonstrated supervisory experience, demonstrated knowledge and understanding of acquisitions and serials processes and procedures in all formats, including electronic resources.
- Ability to perform mathematical calculations and manage complex spreadsheets as they relate to the position.
- Specific knowledge of an integrated library system and experience with managing G/L , budget, and forecasting.
- Previous supervisory or lead experience.
- Excellent verbal and written communication skills.
- Knowledge of principles, practices, and trends of professional library work.
- Knowledge of legal materials, publishers, and vendors and overall operation of the Library.
- Participation in library related local and national professional organizations.

Preferred:

- Experience with collection development.
 - Knowledge of government documents.
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 - Working knowledge in one or more foreign languages
- Experience with electronic resource licensing practices and protocols.

Work Environment

Will work 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.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee