

Ball State University
Professional Position Description

Position #: 013137

Department: University Libraries

Dept Code: 12300

Position Title: Head of Acquisitions Services

Reports To: Assistant Dean for Collection Resources Management

Contract Type: Professional--Cont Contract (11)

Revision Dates: 11/2/06

Exemption 1: Learned Professional

Exemption 2:

Direct Reports: Acquisitions Assistant, Acquisitions Accounting Fiscal Control Supervisor, Assistant Head of Acquisitions Services, Lead Acquisitions Assistant

Position Function:

Supervise all activities relating to the acquisition of materials for the University Libraries collections, including pre-order searching, ordering, receipt and payment. Oversee library binding functions. Monitors and assures the efficient expenditure of the library materials budget. Supervises unit personnel.

Duties/Responsibilities:

1. Supervise professional and classified staff within the Acquisitions unit.
2. Coordinate and direct operations of the Acquisitions unit.
3. Establish policies and procedures for the pre-order searching, ordering, receipt, and binding of library materials.
4. Monitor and expend the Libraries materials budget.
5. Keep informed about the publishing and book trades; evaluate the resources and performance of library vendors.
6. Prepare written reports and proposals; compile statistics as required.
7. Cooperate with the heads of other units to achieve optimum workflow.
8. Keep abreast of professional literature, activities of professional organizations, and scholarly developments in area of specialization.
9. Perform other related duties as assigned.

Minimum Qualifications:

Education: MLS/MLIS/MIS degree from an ALA accredited program.

Experience: Minimum of two years experience in an acquisitions unit, including supervisory responsibilities; experience with an automated acquisitions/serials control system; supervisory experience.

Other: Working knowledge of basic Microsoft applications; effective oral and written communication skills; assignment may require working some evenings and/or weekends.

Additional Preferred Qualifications:

Education: Additional advanced degrees.

Experience: Experience with budgets and fund accounting; experience with OCLC (or other bibliographic utility) and SIRSI integrated library system; knowledge of emerging technologies, especially the automation of library technical services.

Other: