

Ball State University
Professional Position Description

Position #: 013178

Department: University Libraries

Dept Code: 12300

Position Title: Assistant Head of Acquisitions Services

Reports To: Head of Acquisitions Services

Contract Type: Professional--Cont Contract (11)

Revision Dates: 5/17/2006; 11/2007

Exempt1: Learned Professional

Exempt2:

Direct Reports: Acquisitions Receiving Assistant, Bibliographic Searchers, Binding Supervisor

Position Function:

Oversee all operations related to monograph acquisitions, oversee library binding functions, and monitor and advises on efficient expenditure of the library materials budget.

Duties/Responsibilities:

1. Supervise and evaluate staff assigned to monograph acquisitions and binding functions.
2. Plan, monitor, direct, coordinate and evaluate daily workflow and operations pertaining to the pre-order searching, ordering, and receiving of monographs and the binding of library materials.
3. Advise the Unit Head concerning policies and procedures for the acquisitions of monographs and the binding of library materials; prepare written reports and proposals, and compile statistics as required by Unit Head.
4. Monitor the monographic portion of the materials budget to ensure its efficient expenditure; communicate with relevant persons and offices.
5. Perform outreach activities, such as departmental liaison, collection development or reference service.
6. Keep abreast of professional literature, activities of professional organizations, and scholarly developments in areas of specialization.
7. Perform other related duties as assigned.

Minimum Qualifications:

Education: MLS/MLIS/MIS degree from an ALA accredited program at time of appointment.

Experience: Two years of library acquisitions or other related experience; knowledge of library automated systems, such as OCLC, SIRSI.

Other: Effective oral and written communication skills; ability to work some evenings and/or weekends; working knowledge of basic Microsoft Office applications.

Additional Preferred Qualifications:

Education: Additional advanced degrees.

Experience: Professional experience in an acquisitions unit of an academic library; supervisory experience; experience with SIRSI acquisitions module; knowledge of online vendor platforms and other electronic interfaces.

Other: An awareness of current issues and trends in librarianship and potential for scholarly and professional achievement.