

Ball State University
Position Description

Department: University Libraries

PC#: 503139

Dept Code: 12300

Salary Grade: 11 N

Position Title: Lead Acquisitions Assistant

Reports To: Head of Acquisition Services

Revision Dates: 11/2000; 8/2003; 3/2005; 8/2007

Human Resources Representative: Rhonda Thomas

This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Positions Supervised: Periodicals Assistant, Standing Order Assistant, and student.

Position Function:

Coordinate activities in the Serials Receiving area.

Duties/Responsibilities:

1. Assign and review work, orient and train staff, and make recommendations in all areas related to supervision, including but not limited to interviewing and selection, compensation, discipline, performance appraisal, and training and career development of personnel.
2. Schedule, coordinate, and monitor activities of the Serials area, including planning and coordinating workflow; design and implement procedural changes for the Serials area in consultation with the Unit Head.
3. Resolve complicated subscription and standing order problems and obtain information from serial vendors and publishers; provide both general and specific information concerning Serials to various people and organizations within and outside the Library; claim as necessary.
4. Manage cancelled, ceased and change of format orders; includes communicate with other library units, vendors and publishers; track subscription expiration dates; manage appropriate acquisitions records; create and maintain spreadsheets.
5. Oversee review of serial checklists and resolve problems associated with them; includes contact vendors and publishers, seek information from web sites, electronic databases, and various reference sources, and work with Collections Development and other Library personnel.
6. Order serials, periodicals, series/sets, blanket orders and updatings; includes check for availability and cost from various sources; verify accuracy of order request information; edit as necessary; check for duplications; perform vendor file maintenance as necessary.
7. Review correspondence related to serials to determine appropriate action to be taken; includes delegate as appropriate status reports, requests for information, vendor and publisher information, and sales offers.
8. Assist with activities and projects of limited duration.
9. Perform other related duties as assigned.
10. Maintain regular and predictable attendance.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.

Minimum Qualifications:

Education: Bachelor's degree or equivalent in library science, office management, or related field.

Experience: One through three years of related experience; working knowledge of basic Microsoft applications.

Additional Preferred Qualifications:

Education:

Experience: Supervisory or acquisitions experience.