

Acquisitions Coordinator

JOB TITLE: Acquisitions Coordinator

FLSA STATUS: Non-exempt

GRADE: 36

DEPARTMENT: Technical Services

APPROVED DATE: 01/1998

REVISED DATE: 10/2017, 12/2021, 02/2021, 02/2022

Job Summary

The Acquisitions Coordinator performs skilled library support by serving as lead worker for the Acquisitions team, who process and place orders as well as process invoices for physical and digital materials. The Acquisitions Coordinator also assists the Cataloging and Acquisitions Manager with special projects and trains other staff in purchasing library materials.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Serves as lead worker for Acquisitions staff by providing communication, task direction, and basic work training for the Acquisitions staff in partnership with the Cataloging and Acquisitions Manager. This role may also answer advanced technical questions from

Acquisitions staff and assist with assigning and balancing work to ensure the smooth flow of orders.

2. Regularly works with the Cataloging and Acquisitions Manager to ensure important information about the Acquisition workflow is shared for support and resolution.
3. Understands Acquisition's contributions to the vision, mission, and goals of the organization and helps share that understanding with other staff.
4. Stays on top of changes to industry standards and helps the team understand and adjust as needed.
5. Identifies issues or problems in the acquisitions workflow, comes up with possible solutions, and works with the Cataloging and Acquisitions Manager to put agreed-upon solutions into practice.
6. Helps keep Acquisitions documentation up-to-date, especially after workflow changes.

Additional Duties and Responsibilities

1. Perform specialized duties in support of acquisitions services as directed.
2. Prepare correspondences and reports.
3. Train new staff as needed.
4. Attend meetings, trainings, and workshops as assigned.
5. Assist with special projects as required.
6. Perform other duties as assigned.

Supervision

The position reports to the Cataloging and Acquisitions Manager. In the absence of the manager, the incumbent will act as a lead worker in the department by providing task direction and basic work training to Acquisitions staff.

Knowledge, Skills, and Abilities

1. Strong problem-solving and communications skills.
2. Knowledge of basic accounting skills and ability to manage accounts.
3. Knowledge of established practices and procedures for an integrated library system (ILS) and Library District policies and procedures.

4. Knowledge of end users' customer experience.
5. Strong customer service skills.
6. Strong organization and attention to detail.
7. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
8. Ability to communicate effectively with diverse audiences.
9. Ability to work independently and to set priorities.
10. Ability to adapt to changing environmental conditions.
11. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
12. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. A college-level education or specialized training such as library science, presenting programs or other profession-based subject areas.
2. Three years of experience providing customer service in a library or public service environment is required.

Physical and Environmental Conditions

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The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent may be required to move carts of books and other materials weighing up to 50 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.