

POSITION DESCRIPTION
CARNEGIE PUBLIC LIBRARY
An Equal Opportunity Employer
Page 1 of 2

Job Title: **ACQUISITIONS SPECIALIST**

Immediate Supervisor: Director

Positions Supervised: None

JOB RESPONSIBILITIES:

Under general supervision, the Acquisitions Specialist will provide Public Service as scheduled by Circulation Manager and place orders for supplies, in coordination with Director and Fiscal Officer.

QUALIFICATIONS:

- High school diploma or equivalent, and
- A minimum of two (2) years office or library experience OR
- An equivalent combination of education, training and experience

WORKING CONDITIONS:

- Must be able to lift and carry 10 lbs. frequently; 20 lbs. occasionally

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

Pay Grade: 11
Overtime:
Non-Exempt Exempt
Admin. Prof. Exec.

CARNEGIE PUBLIC LIBRARY

KNOWLEDGE OF:

- Library policies and procedures*
- Dewey Decimal Classification System*
- Library Automation*
- Word processing software*
- Electronic ordering
- Cataloging Software*

SKILLS AND ABILITIES TO:

- Communicate courteously and clearly in person, in writing and on the telephone
- Accurately copy and record figures

* May be acquired after hire

% of Time ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

60% PUBLIC SERVICE

- * Provides general reference services to patrons
 - Responds to questions from patrons in person and over the telephone
 - Checks shelves for requested materials
 - Assists patrons with genealogy research, as assigned
 - Conducts or assists with story hours and programs, as assigned
- * Checks library materials in and out on computer system
- * Processes renewals
- * Reserves library materials for patrons
- * Assists patrons in the use of library equipment
- * Issues library cards
- * Empties book drop
- * Searches shelves and processes ILL requests from other libraries
- * Notifies patrons when library reserve materials are available or cancelled
 - Photocopies and faxes materials for patrons, as required
 - Reserves equipment and schedules meeting room
- * Collects and records fines and fees
 - Registers voters and seniors for Golden Buckeye Card

30 % ACQUISITIONS

- * Administers the supply budget line item for the library
- * Maintains inventory of supplies and places orders as needed
- * Receives shipments and verifies contents with packing slips
- * Matches invoices with packing slips and verifies accuracy
- * Notifies vendors of errors; returns merchandise as required
- * Places orders for supplies, furniture, and other materials as requested by Department Heads and Director
- * Verifies status of orders
- * Maintains files related to all orders
- * Coordinates status of orders with Fiscal Officer
- * Provides assistance to Fiscal Officer as needed

10% MISCELLANEOUS

- * Performs the duties of the Technical Services Specialist, as required
 - * Performs additional duties and assignments, as requested
 - Laminates materials for public and staff
- * *Denotes an essential function of the job*

Employee Signature:

Date: