

<b>Job Title:</b>	Acquisition Specialist	<b>Job Classification:</b>	Assistant III
<b>Department/Group:</b>	Technical Services	<b>Job #:</b>	519
<b>Location:</b>	Olathe Public Library	<b>Position Type:</b>	Full-time
<b>Level/Salary Range:</b>	\$35,214- \$38,084	<b>Schedule:</b>	Monday-Friday
<b>HR Contact:</b>	Leslie K Ellsworth	<b>Date posted:</b>	Click here to enter a date.
<b>Benefits:</b>	Vacation & Sick Leave Medical & Dental Insurance Long Term Care Insurance 457 Deferred Compensation Plan Section 125 Cafeteria Plan for medical and childcare costs KPERS retirement, disability and life insurance		
<b>Posting url:</b>	<a href="http://www.olathelibrary.org/employment">http://www.olathelibrary.org/employment</a>		
<b>Application Deadline: Please submit application and resume by May 31, 2017</b>			
<b>Fax or E-mail:</b> (913)971-6839 or <a href="mailto:lellsworth@olatheks.org">lellsworth@olatheks.org</a> <b>Online:</b> <a href="http://www.olathelibrary.org/employmentapplication">http://www.olathelibrary.org/employmentapplication</a> <b>Subject Line:</b> <b>Attention:</b> Position # 519		<b>Mail:</b> Leslie K. Ellsworth HR/Olathe Public Library 201 E Park St. Olathe, KS 66061	
<b>Job Description</b>			
<p><b>SUMMARY</b></p> <p>Olathe Public Library seeks an enthusiastic individual with excellent communication and organizational skills. This position is an essential part of Technical Services team that perform tasks in relation to obtaining library materials, cataloging, classifying, creating and maintaining access to the library collection. This position and the department provide full support for the collection development team in selecting and deselecting of library materials.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <p><b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>• Know and explain library services available to customers.</li> <li>• Assist library customers in the location and use of library materials, equipment and service technology.</li> <li>• Consult with other staff to pool knowledge for the benefit of the user.</li> <li>• Assist other staff in providing services and programs to customers.</li> <li>• Provide clerical assistance as needed within assigned department.</li> <li>• May perform supervisory duties.</li> <li>• Maintain effective courteous working relationships with all library customers and staff.</li> <li>• Perform computer functions, which require a high degree of skill and specialization. May include but not be limited to on-line catalog maintenance, cataloging, OCLC searching and other library related technological skills.</li> <li>• Accept responsibility as the professional in charge of the building and service area when so designated.</li> <li>• Troubleshoot equipment/building problems and report to the appropriate staff or take action as necessary.</li> <li>• Remain current on advancements and changes in the field of library science related specifically to job duties, attending workshops and training sessions as needed.</li> <li>• Enforce and recommends library policy in area of responsibility.</li> </ul>			

- Work as a team member with other staff and volunteers.
- Participate in the library planning process.
- Participate in library staff meetings and community and professional activities directly related to their area of responsibility.
- Perform duties as assigned.

**Attributes:**

- The successful candidate will be an independent self-starter capable of assuming a responsible role in services to staff and customers, with an excellent customer service attitude.
- The work requires the use of independent judgment in the area assigned, within established policies and procedures, under the general supervision of the department head.
- Should be able to prioritize, handle multiple tasks and be attentive to details.
- Should be able to learn quickly and react positively to change. Show Initiatives and cooperation in a team environment.
- This position requires excellent written and verbal communication skills.

**Specific Duties:**

- Serve as resource and contact person for all activities in acquiring library materials. Maintain expert level knowledge for SIRS I acquisition module and various vendor software. Maintain up-to-date industry knowledge. Monitor trends, updates and best practices.
- Verify integrity of orders by selectors. Place/transmit orders to vendors. Create on-order MARC records in SIRS I. Contact vendors for returns, replacements and other issues.
- Train selectors and provide updates in use of ordering tools. Identify issues and provide solutions regarding acquisition. Communicate effectively and professionally.
- Monitor and prioritize rush and holds-ratio orders. Monitor and update open orders that pass expected receiving dates.
- Update SIRS I data for orders, funds, and vendors promptly to ensure accuracy.
- Code collection invoices for payments. Make copies for accounting and selectors.
- Maintain and update standing order spreadsheet for collection development team.
- Create and maintain serials records in SIRS I - check in new issues, create item records, RFID, create labels. Delete items outside retention periods. Maintain magazine and newspaper shelves. Make claims with serials vendor.
- Sort mail for Downtown Library Monday through Friday.
- Knowledgeable with cataloging using MARC, RDA, DDC, OCLC and local rules and practices.
- Perform database maintenance duties-update and maintain the accuracy of records in SIRS I database. Correct mistakes and misspellings. Resolve variant forms of entries in name, subject, and series fields.
- Assist and/or back up other functions of the department, as requested, to maintain workflow.
- Prepare materials for bindery.
- Supervise staff and accept responsibility for the department when so designated.
- Duties as assigned.

**Education and Experience requirement:**

- College undergraduate degree. Intermediate level of Microsoft Office applications for Word, Excel and Outlook.
- Ability to accurately type 45+ words per minute.

**Physical Requirements:**

- Bending, reaching, lifting up to 40 lbs., pushing and maneuvering book carts filled with library materials, walking and other limited physical activities.

- Ability to sit for long periods of time.

**PREFERRED SKILLS & EDUCATION**

- Prefer candidates with 2+ years of work experience.
- Prefer candidates with supervisory experience.
- Prefer candidates with library experience.
- Prefer candidates with knowledge of MARC, RDA, DDC, OCLC and SIRSI database

**Supervision**

Head of Technical Services Department

Last Updated By:		Date/Time:	
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