

JOB DESCRIPTION

Position Title: ACQUISITIONS CLERK **Position #S201 18**
Dept/Branch: Acquisitions Dept.
Reports to: Manager of Support Services
Position Supervises: N/A

I. Position Summary

Under the direction of the Manager of Support Services, this position is responsible for ensuring the successful operation of the Acquisition Unit, including assisting with the daily monitoring of workflow within the unit. Communication with suppliers, monitoring and downloading vendor files via the Internet, creating and maintaining spreadsheets, receiving and ordering materials are some of the tasks performed.

This position requires strong organizational and communication skills, and an ability to work within multiple time lines and shifting priorities. The incumbent communicates with Collections Librarians, employees at Library Headquarters and branches, suppliers, publishers/distributors, and delivery personnel.

II. Accountabilities

1 Bibliographic Verification and Pre-Order Searching

Verifies current bibliographic and purchasing information required to order library materials. Tasks include searching print, non-print, and online bibliographic resources, in addition to performing pre-order searches of the Library's catalogue. May include contact with publishers to verify publishing information.

2 Ordering and Receiving

Enters orders data, for both routine and non-routine library materials into the acquisitions module in preparation for dispatch to suppliers - *Tasks include:* entering bibliographic and purchasing information, choosing vendors in accordance with guidelines established by Manager of Support Services, assigning pre-determined purchase order numbers, passing on special instructions from Collection Librarians, releasing orders for dispatch, and placing requests.

Order Materials

Tasks include: verifying orders, establishing and updating vendor records, placing orders, dispatching electronic and print orders, confirming orders, expediting orders, cancelling orders, verifying and initiating claims, printing reports.

Receives and distributes incoming library materials

Tasks include: unpacking incoming shipments, entering data into the Acquisitions database, creating invoices, receiving and routing periodicals, identifying and attending to routine returns and credits, with guidelines established by the Manager of Support Services.

Maintains accurate, current files with respect to vendors, periodicals, serials, standing orders and electronic resources. *Tasks include:* monitoring profiles and subscriptions, preparing and maintaining appropriate records including electronic spreadsheets.

Resolves problems encountered in the ordering and receipt of materials. *Tasks include:* handling of credits, claims, cancellations and non-routine returns. Involves extensive oral and written communication with suppliers, Collections Librarians, and employees at Headquarters and the branches.

3 Invoicing and Vouchering

Receives invoices and credits related to library materials and prepares them for payment. *Tasks include:* verifying invoices and credits, entering invoice and credit data into the Acquisitions module, preparing proforma orders, monitoring deposit accounts, and preparing and printing payment vouchers.

Identifies and resolves problems with invoices, credits and statements related to payment for library materials. Tasks include: identifying incorrect charges and balances, monitoring credits, identifying duplicate charges and invoices, monitoring shipping and handling costs, handling ORL accounts payable department inquiries and expediting payment of balances owing. Involves extensive oral and written communication with suppliers.

Monitors encumbrances and expenditures related to library materials, and produces materials budget information and reports within the guidelines established by the Manager of Support Services.

4. Other Duties

Documents inconsistencies and problems in the acquisition processes, including creating or fixing publication patters for periodicals, and recommends solutions to the Manager of Support Services.

Assists the Head of Collection Development and the Manager of Support Services with development of procedures and work methods for the Acquisitions work unit.

May occasionally show other staff how to perform certain tasks or duties as directed by the Manager of Support Services.

Ensures all acquisitions files are accurate and current. Maintains designated department files associated with bibliographic searching, ordering and receiving.

Maintains internal workflow records and compiles statistics as directed by the Manager of Support Services.

Assists with the training of Acquisitions staff, and participates in monitoring the workflow of the department.

Receives, sorts and distributes incoming mail for the department.

Participates in the year end Acquisitions processes as directed by the Manager of Support Services.

III. Working Conditions

Works in a high traffic, open office environment; frequent; continuous use of computer; frequent handling of heavy boxes and loaded book trucks; has contact with publishers, vendors, salespersons, delivery persons, and employees at Library Headquarters and Branches.

IV. Job Specification

a. Education:

Grade 12 or equivalent (including courses in Microsoft Office), plus completion of an Acquisitions course in an accredited Library Technician Diploma program.

b. Related Experience:

One-year experience with acquisitions routines and procedures within an automated library environment.
or

One-year experience as a Purchasing Agent in an automated environment

c. Other Requirements

- Keyboarding skills – 50 w.p.m.
- Knowledge of bibliographic verification methods and tools, including on-line and Internet resources.
- Demonstrated knowledge of books, book distribution, and the publishing industry.
- Demonstrated knowledge of Microsoft Office applications, specifically Excel and Word
- Basic knowledge of calculators and other standard office equipment.
- Demonstrated knowledge of the Internet, including file transfer and e-mail.
- Demonstrated knowledge of basic accounting principles and the ability to pay sustained attention to detail.
- Excellent written and oral communication skills.
- Strong organizational skills.
- Demonstrated ability to file accurately.
- Demonstrated ability to spell and use punctuation accurately.
- Demonstrated ability to carry out assignments efficiently and accurately in a timely manner.
- Demonstrated ability to work co-operatively with staff in a team environment, and ability to communicate with staff/others with tact and courtesy.
- Physical ability to handle heavy boxes and loaded book trucks.

Drafted by:

Carla Phillips, Director of Human Resources _____

Date: _____

Approved by:

Don Nettleton, Acting Chief Executive Officer _____

Date: _____

INPUT PROVIDED BY:

Name	Position	Location
Christine McPhee	Director of Public Services	Headquarters
Sheri Willis	Acquisitions Clerk	Headquarters
Danielle Scrafton	Acquisitions Clerk	Headquarters