



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Acquisitions Librarian

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professionals

BARGAINING UNIT: Supervisory

GENERAL SUMMARY:

Under the direction of the of the Collection & Bibliographic Services Director, the Acquisitions Librarian performs professional administrative, supervisory, and technical work in ordering, and distributing book and materials acquisitions for the Library District. may directly supervise assigned subordinate Acquisitions staff. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensures the efficient operation of the Acquisitions Unit of the Collection & Bibliographic Services Department. Exercises decision-making skills in acquisition and ordering of materials for the Library District.
2. Provides administrative supervision to assigned staff including but not limited to:
 - a. Performance Coaching & Management;
 - b. Career Counseling & Development;
 - c. Conflict Resolution.
3. Collects data and prepares planning documents including goals and objectives for the Acquisitions Unit. Prepares purchasing documents and maintains vendor control files.
4. Maintains extensive contact with vendors, reviewing invoices and delivery agreements for accuracy, authorization signatures, correct purchase order number, and correct amount.
5. Supervises subordinate staff to include establishing workflow, directing and prioritizing work, and scheduling.
6. Interacts extensively with Collection & Bibliographic Services Director, Collection Development staff and Business Office staff in the coordination, ordering and receiving of library materials.
7. Compares ILS Fund data to Business Office data to ensure that amounts match.

Resolves any discrepancies. Maintains fund accounting utilizing automated acquisition system.

8. Prepares and disseminates clear, up-to-date policies and procedures governing the acquisitions process.
9. Stays informed of professional literature and library trends.
10. Performs other duties as assigned.

CORE COMPETENCIES:

- Managerial Planning, Organizing, Directing, Staffing, Reporting, Coordinating & Budgeting
- Integrated Library Systems
- Customer Service
- Microsoft Office & Excel

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Master's Degree in Library Science (MLS or MLIS) from a college or university accredited by the American Library Association (ALA).

Preferred: N/A

- **EXPERIENCE:**

Required: Minimum of two (2) years of increasingly responsible experience as a professional librarian required, one (1) of which must have been recent experience using an online bibliographic library system with integrated fund accounting and acquisitions systems.

Preferred: N/A

- **LICENSE AND CERTIFICATION:**

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Completion of Las Vegas-Clark County Library District's (LVCCLD) Person-in-Charge (PIC) Training or completion of core PIC Training within 6 months of assuming position.

District provided AED/CPR certification must be completed within six months from date of employment and must be maintained (current) while in a covered position.

Preferred: N/A

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting with infrequent exposure to adverse environmental conditions. Ability to lift up to twenty (20) pounds and occasionally lifting and/or carrying such articles as files or books. Although

work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of professional library principles, practices, and techniques.
- Knowledge of on-line bibliographic library system with integrated fund accounting and acquisitions systems.
- Knowledge of the Library of Congress Classification System.
- Knowledge of current literature, trends, and developments in the field of library science and administration.
- Knowledge of laws, regulations and best practices applicable to Library Management.
- Skill in use of automated library information systems equipment.
- Ability to analyze, propose solutions/changes to, and implement solutions/changes to administrative problems, issues, and processes.
- Ability to effectively translate strategic goals into operational initiatives.

DEVELOPED: June 8, 2000

UPDATED: March 12, 2018