

# WESTMONT COLLEGE

## Acquisitions and Serials Coordinator

**Position Summary:** The Coordinator is responsible for the leadership, development and coordination of the Acquisitions and Serials Department, including hiring and supervising student employees, and managing the acquisitions and serials functions, including oversight of expenditures against the library's materials budgets.

### **Requirements**

Requirements include: a B.A./B.S. degree and 2 years work experience in acquisitions or serials; availability to work evening and weekend hours as requested; proficiency with computer applications such as Microsoft Office, Mozilla Firefox and Google Apps; strong communication, interpersonal, and project management skills; ability to work effectively in a collaborative team environment; proven track record of innovation and resourcefulness; ability to work independently and in teams; some supervisory experience; analytical, problem solving, and multitasking skills; self-directed, organization skills, and ability to meet deadlines. In addition, the following experience and knowledge is preferred: understanding of LCSH, LC Classification and authorities; account management/vendor relations experience; and experience with Voyager Acquisitions Module.

### **Essential Duties:**

- Manages procurement of library resources, including books, serials and media.
- Performs all tasks associated with the order process for books, serials, and media, both direct and through vendors.
- Develops effective utilization of technology to streamline workflow and processes.
- Establishes vendor relationships, including working with the annual invoice, claims, and problems.
- Maintains oversight of expenditures against the library's materials budget.
- Ensures that information in both the online catalog and Serials Solutions is current and correct.
- Maintains the print periodical collection by checking-in, shelving, and organizing periodicals for both the current and non-current shelves.
- Verifies access to journals which are delivered online.
- Manages student personnel including training and development.
- Develops and implements policies and procedures and keeps manuals up-to-date.
- Sends information about gifts to OCA.
- Maintains statistics and reports annually to the Director.
- Assists with cataloging materials in all formats.
- Keeps up-to-date on computer technology, standards, and current advances in Technical Services.
- Attends library staff meetings.
- Represents Westmont at various conferences and meetings pertaining to library acquisitions and technologies.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting

solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

- Other duties as assigned.

**Reports to:** Assistant Librarian