



**Niles Public
Library District**

Job Description

Job Title: Assistant—Acquisitions
Department: Technical Services
Reports To: Technical Services Supervisor
Classification: Grade 5
Status: Non-exempt

JOB SUMMARY

Under the direction and supervision of the Technical Services Supervisor, the Acquisitions Assistant orders, receives, and invoices new materials for the Collection. Claims, cancels, and returns shipments as needed. Participates in fund accounting for selectors.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. Orders, receives, and invoices new library materials using both printed purchase orders and the acquisitions module of the Library's integrated software.
7. Assists with fund accounting for selectors using the acquisitions module.
8. Maintains Acquisitions print files and online Access and Excel tables.
9. Develops relationships with vendors, and handles returns, credits, claims, and cancellations.
10. Contributes to the management of standing orders, including funding, receiving, claiming, Access tables.
11. Orders replacement parts for materials in the collection.
12. Receives deliveries and notifies appropriate staff.
13. Receives donations and responds to other door inquiries.
14. Prepares UPS shipments.
15. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs other duties as assigned by the Technical Services Supervisor.
2. May participate in CCS Acquisitions meetings.
3. May assist in evaluating repairs of damaged materials.
4. May handle UPS shipments for other Library departments.
5. May recommend purchases for the Technical Services Professional Collection.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Able to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to represent the Library in a professional manner.
8. Ability to work in an office environment.
9. Understanding of the role of Technical Services in carrying out the Library's mission.
10. Knowledge of Acquisitions practices, techniques, and technology.
11. Understanding of accounts payable principles.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Library Technical Assistant Certificate or related experience.
2. Ability to apply the principles and practices of Acquisitions effectively.
3. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.