



JOB VACANCY ANNOUNCEMENT: FULL-TIME ACQUISITIONS TECHNICIAN
OPEN TO CURRENT LIBRARY EMPLOYEES AND EXTERNAL CANDIDATES
APPLICATIONS ACCEPTED THROUGH MAY 31, 2017
VIGO COUNTY PUBLIC LIBRARY

Posting Date: May 17, 2017

ACQUISITIONS TECHNICIAN: The Vigo County Public Library currently has a full-time position available at the Main Library for the position of Acquisitions Technician. This salaried non-exempt position offers 40 hours per week in the Technical Services Department.

GENERAL DESCRIPTION: The Acquisitions Technician is responsible for providing efficient and effective assistance in the procurement and data maintenance of library materials. The Acquisitions Technician participates in departmental and system wide projects and initiatives in support of the goals and objectives of the Vigo County Public Library.

JOB FUNCTIONS:

Essential Functions Performed Daily:

- Acquire and maintain a working knowledge of integrated library automation software specializing in the use of the Acquisitions program and the interdependency of the data and processes in other library automation software programs.
- Verify bibliographic information for print and non-print order requests through pre-order search process using integrated library automation software and vendor databases.
- Place orders with appropriate vendors utilizing integrated library automated software and vendor software programs and record orders utilizing integrated library automation software.
- Receive new library materials, verify and check in using Acquisitions program order files, and prepare new materials for cataloging.
- Utilize Acquisitions program to invoice and record invoice information for received new materials.

Essential Functions Performed Periodically:

- Communicate with selectors regarding order information and fund distribution when necessary.
- Assist with analysis and quality control regarding vendor outsourcing for new materials.
- Assist in the maintenance of Acquisitions program automated on-order file for all library materials including the process of order cancellation, order claiming, and vendor contact for issues regarding order and receipt.
- Create order, item, and short bibliographic records for material ordered through indirect vendors.
- Assist in the preparation of monthly claims and purchase order information for Business Office.
- Track and report acquisitions statistics and cancelled order reports.
- Manage renewal of VCPL's annual standing order and serial subscriptions.
- Assist with end of year integrated library automation tasks and entry of new fiscal year fund information.

Additional Functions Performed Periodically:

- Serve as backup for other Technical Services staff members.
- Attend in-service and continuing education workshops.
- Perform other duties as assigned.
- May be asked to assist in other departments.

PHYSICAL AND COGNITIVE REQUIREMENTS:

- Ability to read, write and understand written and verbal instructions.
- High degree of mental acuity and verbal communication skills; ability to speak and hear spoken voice in order to effectively communicate with staff and vendors.
- Ability to view computer monitor for extended periods of time.
- Ability to learn and use specialized computer programs.
- Ability to utilize computer keyboard with ability to perform repetitive hand movements.
- Must be able to visually inspect materials in order to accurately catalog information.
- Ability to file alphabetic and numerical systems.
- Ability to lift items ranging from 10-25 pounds.
- Ability to sit for long periods of time.
- Ability to reach heights up to six feet utilizing step stool or step ladder and bend to floor levels.
- Ability to push carts from 25-50 pounds.

WORK SCHEDULE: 40 hours per week work schedule. The primary work schedule is 8:00 AM-5:00 PM, Monday through Friday. Schedule may occasionally include some evening and weekend work to assist with library special events and or to assist in other departments.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Excellent oral and written communications skills required; ability to read and follow detailed instructions.
- Ability to create, compose and edit written materials required.
- Computer and keyboarding skills including Windows and Microsoft Office applications experience required: i.e. Excel, Word, Outlook Email, Internet searches, and library specific software.
- Must be technology literate in the use of commercial software packages with enthusiasm for learning new programs.
- Ability to evaluate and adjust quickly to a changing work environment including changes in technology.
- Interest and enthusiasm in and the ability to work with detail required.
- Prior experience working in library acquisitions or technical services desirable.
- Knowledge of OCLC and/or online bibliographic utilities and automated bibliographic database systems highly desirable.
- Ability to analyze information and processes for accurate and efficient decision making and problem solving.
- Ability to work independently, maintain efficient workflow and prioritize workload required; ability to calmly and competently manage concurrent multiple priorities and tasks.
- Ability to maintain confidential information required.
- High degree of resourcefulness, tact, patience, and demonstrated good judgment required.
- Excellent interpersonal skills and the ability to work effectively with a wide range of people in a diverse workforce required.
- Ability to project friendliness, enthusiasm, and a positive attitude required.

SALARY/BENEFITS: Job Class 7, full-time salaried non-exempt position. Rate of pay is \$11.6346 per hour, which is equivalent to an annualized salary of \$24,200.02 (\$930.77 bi-weekly in 2017) based on a 40 hour workweek; optional participation in the Anthem Blue Cross Blue Shield PPO Health Plan or High Deductible Health Plan with HSA, Anthem Blue View Vision Insurance, and Guardian Dental insurance (in 2017 employee contributes \$129.16 per month for single employee coverage for participation in PPO Health/Vision/Dental plans, or \$22.42 for single employee coverage participation in HDHP with HSA/Vision/Dental plans); paid Life Insurance; paid Long Term Disability Insurance; 100% paid participation in Indiana Public Retirement System; eligible for 11 paid holidays per year; vacation and sick accrual occurs bi-weekly with the equivalent of 2 vacation days and 1 sick day for every active month of employment.

APPLICATION INSTRUCTIONS:

Apply by 9:00 PM, Wednesday, May 31, 2017. Preferred methods of application: Online at www.IndianaCAREERconnect.com powered by WorkOne, www.indeed.com, or visit employer website at www.vigo.lib.in.us and click on: About > Careers @ VCPL > to view, download and complete the application form and email it to application@vigo.lib.in.us

The Vigo County Public Library is an E-Verify Employer.

- Current library employees who wish to be considered need to complete the VCPL Application for Employment form and submit it to Human Resources by 9:00 PM, Wednesday, May 31, 2017.

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The Vigo County Public Library provides equal opportunities to all applicants for employment without regard to race, color, creed, religious belief, sex, sexual orientation, national origin, age physical or mental disability, ancestry, or veteran status. Vigo County Public Library complies with all applicable federal state and local laws governing nondiscrimination in employment in every library location. The Equal Employment Opportunity Policy applies to all terms and conditions of employment, including, but not limited to, recruitment, selection, training, hiring, termination, transfer, leaves of absence, compensation, or any other personnel action.