

HAMILTON PUBLIC LIBRARY IS CURRENTLY RECRUITING FOR THE FOLLOWING:

ACQUISITION & SERIALS SPECIALIST

JOB CODE: 7026

PERMANENT FULL TIME (35 HOURS PER WEEK)

PAY GRADE: \$59,137.26 - \$69,573.14 ANNUAL

Position 10101

LOCATION: CENTRAL LIBRARY, 55 YORK BLVD, HAMILTON, ON

START DATE: as soon as possible.

JOB SUMMARY:

Reports to the Manager of Technical Services; the Acquisition & Serials Specialist directs and trains Technical Services staff in Acquisitions, Serials, Processing, Shipping and Inter-branch Courier delivery procedures. Working closely with the staff to design, update and modify policies and procedures for acquiring and processing library materials. Performs clerical duties associated with the operation of the department. Negotiates settlement of delinquent accounts; conducts studies. Prepares schedules and related duties for Technical Services and Mail/Shipping departments. Oversees the department including shipping system-wide, inter-branch courier delivery services and, acts as duty person as required.

JOB DUTIES:

- Directs daily workflow of the Acquisitions, Serials, Shipping and Inter-branch courier delivery operations.
- Orders library materials from vendors or publishers via established Edifact Ordering standards in conjunction with Vendor ordering protocols; when required, orders library materials via phone, fax, email and/or Internet according to selector requests
- Downloads MARC order records, order acknowledgements, Edifact invoices from vendor FTP/websites; Receives materials and reconciles invoices for payment with Automatic Release Plans (ARP) and firm purchase orders
- Returns damaged materials and investigates missing materials to vendors or publishers
- Maintains invoice files and documentation related to the purchasing of library materials and reconciles monthly VISA transaction statements
- Communicates with vendors and publishers about pricing, payment options, shipments and availability. Communicates with serials vendors to resolve problems with new or renewal titles, outstanding serials and newspaper subscription claims received from branch and department staff
- Assists the Manager of Technical Services in preparing vendor purchasing specifications and assists in producing library materials encumbrances and expenditures reports

- Reviews cancellation reports from vendors; refers to Collections Staff for follow-up and processes cancellations in the library's Integrated Library System (ILS); consults with Digital Technology Staff when required to resolve customer requests for cancelled orders
- Performs serial/periodical tasks for check-in, processing and claiming of issues to assist Serials Clerk when needed; Coordinates serials workflow to ensure that titles ordered are received in a timely manner
- Prepares staff schedules using established guidelines; forwards for approval; maintains staff records such as timekeeping records. Completes forms and maintains records such as staff absences and vacations.
- Directs and trains clerical, library technician and casual staff in clerical and processing functions, including new staff orientation.
- Arranges, Shipping and Courier delivery services to HPL Branches, as well as special deliveries to HPL partners and or other vendors
- Reviews processes and makes recommendations to change and/or automate for improved efficiencies, updates policies and procedures as required; participates in departmental planning. Writes reports; composes correspondence; compiles and analyzes statistics. Drafts and updates procedures related to job duties.
- Monitors trends in Technical Services industry.
- Receives and resolves non-routine inquiries; negotiates settlement of delinquent accounts. Receives and records monies; issues receipts and refunds. Receives cheques, records payments and adjusts non-routine accounts.
- Reviews regular monthly vendor account statements for payments and liaises with Finance and Facilities department; resolves invoicing and fund account issues. Alerts the Manager of Technical Services of fund account discrepancies and payment issues
- Inputs and retrieves data from the automated library system in the Acquisitions, Serials, Cataloguing and Circulation modules.
- Liaises with Collection and Cataloguing Librarians regarding orders, staff about availability, substitutions, and cancellations for firm purchase orders and Automatic Release Plans (ARP), or any other relevant issues.
- Receives and answers inquiries from staff, public, vendors and other libraries; resolves complaints.
- Participates on committees; attends training sessions and staff meetings. Participates in special projects as required.
- Performs preventative maintenance on equipment; contacts service personnel as required.
- Loads and unloads library materials.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Educational Requirements:

Bachelor's Degree from an accredited university in a related field.
Course work with an emphasis on Technical Services functions would be an asset.

Experience:

Two (2) years experience in an automated Technical services environment in a medium to large library system with integrated library systems including acquisitions, cataloguing, serials and circulation functions.

One (1) year supervisory experience with the ability to organize the workflow of self and others.

Good working knowledge, particularly with Excel & Accounting software and experience with computer applications including Microsoft Office applications, online databases, Internet browsers and search engines.

Skills / Competencies:

Knowledge of acquisitions, processing and collections management procedures within an automated library system [JOB-SPECIFIC COMPETENCY].

Knowledge and proficiency in the application of business mathematics and in the effective use of Excel functions [JOB-SPECIFIC COMPETENCY]

Able to organize workflow in a team-based high production environment requiring attention to clerical detail and accuracy. [RESULTS ORIENTATION]

Demonstrates skill in communicating, presenting information with the ability to make presentations to the public using presentation software and hardware, writing, consulting and active listening [COMMUNICATION]

Sensitive to the needs of a diverse community; knowledge of cultural awareness issues. [LEADERSHIP]

Displays a strong commitment to service excellence, understands service objectives, recognizes diverse customer and work group needs and provides excellent customer service [CUSTOMER SERVICE FOCUS]

Analyzes and evaluates situations and issues, recognizes problems, anticipates consequences and develops and presents appropriate courses of action [JUDGEMENT]

Displays a commitment to continuous learning in order to remain current with the library's policies and procedures, relevant legislation, trends, best practices, new technologies and related general and job-specific knowledge [KNOWLEDGE]

Effectively relates to and engages others in the achievement of objectives, advocates for the role and mission of the library within the community and demonstrates team leadership, credibility, flexibility and good humour in a working environment characterized by change [LEADERSHIP]

Prioritizes activities and works effectively independently, as part of a team and leading others; sets and achieves or surpasses goals environment requiring attention to clerical detail and accuracy. [RESULTS ORIENTATION]

Flexible and innovative to initiate change and contribute effort and ideas that assist the library in accomplishing its objectives. [RESULTS ORIENTATION]

Able to keyboard accurately and quickly at 40 wpm [RESULTS ORIENTATION / JOB-SPECIFIC COMPETENCY]

Physical Requirements:

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials and equipment.

Legislative Requirements:

Works in accordance with all applicable Occupational Health and Safety, Employment Standards, Human Rights, Labour Relations and Pay Equity legislation and all other relevant legislation.

Organizational Requirements:

Adheres to policy and legislation identified in the Hamilton Public Library Policy and Procedures Manuals.

Applying

- The deadline for this application is 11:59pm April 25, 2019
- Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment, or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.

The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.