

**Job Description**  
**DEPARTMENT HEAD of Acquisitions**

**NATURE OF BUSINESS**

This is advanced library work. This position provides a variety of paraprofessional and technical support services and is responsible for a major department in the library system. The Department Head supervises all operations and staff in the department. Supervision of the Department Head is provided by the Assistant Director.

**ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

In addition to knowledge and abilities required for those classifications subordinate to this position, the individual holding the Department Head position must:

- Promote and further the purpose and objectives of the Bay County Library System.
- Work with patrons, co-workers and supervisors in a manner that is positive, supportive and cooperative and in the best interest of the library.
- Have skills and abilities needed to effectively lead, train, supervise and discipline personnel appropriately.
- Be proficient in the application and operation of appropriate hardware and software for the automated circulation system and database.
- Become proficient in operation of equipment in performance of duties, i.e. computers, multi-line telephone, fax, photocopy and other machinery as appropriate.
- Bend, twist, lift, and interfile books and other library materials on shelving units up to 90" in height, transport books and a-v materials from one location to another.
- Carry library materials, supplies, and equipment weighing up to 30 pounds on a regular and repetitive basis, and be able to push carts holding similar materials throughout the work site.
- Follow directions, set priorities, meet deadlines, and perform required responsibilities.
- Ability to produce original and copy cataloging.
- Ability to work independently or in a group.
- Ability to maintain library records and prepare reports.
- Must show courtesy, tact, adaptability and a ready willingness to work with others.
- Must possess strong organizational skills.

- Possess ability to communicate clearly and effectively, utilizing good grammar.
- Possess ability to balance multiple responsibilities simultaneously.

### **EXAMPLES OF POSITION RESPONSIBILITIES**

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks which may be necessary in positions of this class.)

- Promote and further the purposes and objectives of the Bay County Library System.
- Schedule, train and supervise department staff in the operation of the Technical Services department.
- Assist in hiring full-time and part-time staff for the department.
- Supervise, coordinate, and perform the activities relating to organizing, ordering, cataloging, classifying and processing library information resources, print and non-print.
- Supervise the receipt of materials for the purposes of verifying materials received, invoicing and charging expenditures to branch budgets.
- Communicate with vendors and jobbers by letter, phone or on-line.
- Prepare and maintain on order records for periodicals, standing orders, and A-V.
- Answer inquiries from the staff regarding status of materials on order, fund accounts, standing orders, etc.
- Prepare book, AV & periodical invoices for input and payment to vendors.
- Prepare monthly and annual circulation statistical reports.
- Answer the telephone as backup and refer calls to appropriate station.
- Stamp & put check numbers on bills after monthly board meeting.
- Proofread invoices after input.
- Attend workshops and serve on committees pertaining to this position.
- Substitute work in branches on an emergency basis.
- Perform original and copy cataloging.
- Maintain automated databases according to VLC database standards.

-Other related duties as assigned.

**MINIMUM QUALIFICATIONS**

Four years of college completed with related library science course work, or four years of college completed with three years of successful library experience with progressive library responsibilities, or an equivalent combination of appropriate course work in library science and library related experience. Preference given to candidates with proven proficiency with AACR2, MARC, and other classification systems.