

**JOB DESCRIPTION
LINEBAUGH PUBLIC LIBRARY SYSTEM
ACQUISITION CLERK**

1. **JOB TITLE: ACQUISITION CLERK**
2. **DEFINITION:** The position of Acquisition Clerk is responsible for receiving and invoicing books and other library materials for all libraries in the system, maintaining the Memorial database and other duties as assigned. This is an entry to mid-level position. The employee will be responsible to the Director. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act.
3. **ORGANIZATIONAL RELATIONSHIP:**

Report to: Director
4. **EQUIPMENT/JOB LOCATION:**
 - a. An Acquisitions Clerk must be capable of operating computer and library automation systems, telephone, and other office equipment.
 - b. The job location is at but not limited to the Technical Services Department of Linebaugh Public Library. Work is generally performed indoors and in a smoke-free environment.
5. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Receives and invoices all books and other library materials selected by the Collection Development Coordinator.
 - b. Performs related data processing duties.
 - c. Assists with routines and responsibilities associated with Memorial Book Program.
 - d. May examine incoming library materials for appropriate classification in collection.
 - e. Responsible for the continuing implementation and interpretation of existing policies and procedures.
 - f. Performs all department routines and responsibilities efficiently and effectively.
 - g. Performs assigned tasks within times comparable to those of others in a similar position.
 - h. Maintains confidentiality about information learned on the job.
 - i. Maintains good communication with direct supervisor and members of the Technical Services Department.
 - j. Other related duties as required.

6. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Oversees and/or participates in special projects.
- b. Performs other duties as assigned.

7. **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Ability to accurately and efficiently receive and invoice books and other library materials and other related data processing duties.
- b. Ability to identify errors in pre-processed materials.
- c. Ability to accurately and efficiently perform all duties assigned as related to the Memorial Book Program.
- d. Ability to rapidly acquire knowledge and skills in the practices and techniques of modern library operation, including those associated with the Technical Services Department.
- e. Possesses temperament and good judgment to effectively deal with the public and/or Library employees, some of whom may be irate or unreasonable, both by phone and personal contact.
- f. Ability to type and use general office and library equipment, including telephone, computers, audio-visual equipment, and other modern office and library equipment as needed.
- g. Ability to learn various software programs, computers and the adeptness necessary to utilize the computer as a working tool.
- h. Ability to handle the mental/visual strain involved in the use of printed materials, computer screens, preparing statistics, reports and working with staff.
- i. Ability to prioritize duties of position and efficiently complete the responsibilities of the job.
- j. Sensitivity to issues pertaining to diversity in the community.
- k. Reputation of honesty, integrity, and reliability of behavior.
- l. Possess excellent communication skills, both written and oral.
- m. Ability to understand and carry out oral and written instructions and posted schedules.
- n. Ability to comprehend and follow Board and Director policies.
- o. Possess physical and mental ability to work independently to the extent appropriate to the position.
- p. Ability to perform the duties of the job for an entire workday.
- q. Ability to work evenings and weekends as needed.
- r. Must have legal authorization to work in the United States of America.
- s. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- t. Must be able to handle pressures of deadlines, cope with frequent interruptions and a variety of situations necessitating alertness and stamina.
- u. Ability to perform a variety of tasks simultaneously or in rapid succession.

- v. Ability to prepare accurate records and reports.
- w. Ability to read and comprehend reports, policies and other documents.
- x. Ability to work effectively under supervision.
- y. Ability to stoop, stretch, climb, lift, carry, shelve and retrieve books and materials from shelves and storage locations (generally not exceeding 40 pounds).

8. EXPERIENCE AND TRAINING:

- a. High School diploma or G.E.D. equivalency.
- b. Three years prior work experience in a library setting or related field preferred, one year required.

NOTE: This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this summary.