(PD-721) Acquisitions Specialist

<table>
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<th>POSITION INFORMATION</th>
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<tr>
<td><strong>Internal Team:</strong>*</td>
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<tr>
<td><strong>Job Code/Employee Classification:</strong>*</td>
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<td><strong>Position Number:</strong></td>
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<td><strong>CSU Working Title:</strong>*</td>
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<td><strong>Salary Range/Grade:</strong></td>
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<td><strong>Reports To:</strong></td>
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<td><strong>Campus:</strong>*</td>
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<td><strong>Division:</strong></td>
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<td><strong>College/Program:</strong>*</td>
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<td><strong>Department:</strong>*</td>
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<td><strong>FLSA Status:</strong>*</td>
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<td><strong>Job Summary/Basic Function:</strong>*</td>
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<td><strong>Minimum Qualifications:</strong>*</td>
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Required Qualifications:

- Demonstrated expertise or knowledge of automated academic library, acquisitions, and electronic resources management programs, online resources, databases, and systems, especially the Acquisitions and Resource Management workflows in the library resource management system, as well as link resolver, authentication, and electronic data exchange (EDI) software, to perform assigned duties, technical work and/or assist patrons.

- Thorough understanding of the concepts and issues related to the lifecycles of both print and electronic resource acquisition, management and discovery.

- Demonstrated ability to perform technical aspects of work assignments including a strong ability to interpret overall library policies and procedures, and operations, standards, ethics, and best practices as they pertain to acquisitions and individual work, as well as demonstrated experience evaluating procedures and recommending changes.

- Working knowledge of national standards pertaining to library operations, including a thorough knowledge of or ability to quickly learn institutional standards pertaining to copyright and intellectual property protection and the ability to source, apply, explain, and escalate issues with such policies and standards as appropriate.

- Working knowledge of library collection organization and classification scheme and ability to interpret bibliographic records. Demonstrated expertise in creating and correcting bibliographic records.

- Thorough knowledge of external on-line databases, system and resources, including the ability to perform complex on-line searches.

- Excellent computer skills and demonstrated ability to use a variety of standard computer applications including word-processing, spreadsheets, databases, presentation, on-line systems, Internet, and online calendaring and email to perform technical work or assist patrons.

- Ability to investigate and research more complex problems, including analyzing and interpreting information.

- Strong written and verbal communication skills to be able to prepare and compile information in an organized manner as well as prepare and present reports on library resources to library patrons, faculty, staff, students. Thorough knowledge of English grammar, spelling and punctuation.

- Demonstrated customer service experience requiring a very high level of tact, diplomacy and professionalism including excellent communication and interpretive skills to be able to assist in resolving patron problems and complaints, assess patron information needs, and orient and guide patrons in use of library resources, and to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

- Thorough knowledge of all aspects of lead work direction including assisting in employee selection, training employees in new work procedures, assigning work, organizing work flow, and establishing priorities, reviewing work, providing input to performance evaluations and promoting teamwork to optimize effectiveness. Working knowledge of campus human resources practices and payroll procedures.

- Working knowledge of financial procedures and processes, and ability to apply this knowledge to track and monitor departmental expenditures, vendor accounts, student payroll, office supplies, and contribute to the annual budget planning process.

- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
Preferred Qualifications:

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

- Prior library experience including working in an academic library's acquisitions department.

- Demonstrated expertise with library resource management software including products from ProQuest/Ex Libris Library Management System and YBP Gobi Acquisitions.

- Experience with data analytics and data visualization software (MS Excel, GreenGlass, Tableau Public, etc.)

Special Conditions:

- Must be able to work in an environment typical of academic libraries, including exposure to dust from books and materials, variable indoor temperatures and ventilation, regular contact with the public, interruptions in a fast-paced environment, and/or moderate levels of noise.

- Must be able to work in an area where there is frequent traffic, noise, and interruption.

- Must be able to handle large, heavy books and materials, and maneuver fully loaded book trucks safely.

- In order to provide materials requested by patrons, must be able to retrieve items from library shelves.

- Must be willing to travel and attend training programs off-site for occasional professional development.

- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

- Must be able to successfully pass a pre-employment background/fingerprint check.

- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

- None

Mandated Reporter:

- Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA:

- Yes  No

Conflict of Interest:

- None

Supervises Employees:

- Yes  No

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**JOB DUTIES**

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<th>Duties / Responsibilities</th>
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ELECTRONIC RESOURCES & ACQUISITIONS SUPPORT
Coordinate daily acquisitions operations, special projects and initiatives (e.g. Good Reads, Honor with Books, etc.) of the Electronic Resources Management & Acquisitions unit.

Order library materials in all formats (print, non-print, and electronic), including monographs, media, serials subscriptions, and standing order subscriptions. Order and receive rare and specialized materials for Special Collections & Archives. Apply library collections policies when ordering electronic resources to choose appropriate platforms and license models; research and initiate vendor licensing processes as needed. Ensure materials are being ordered under copyright and intellectual property laws.

Activate e-resources in the library’s electronic resource management systems and associate appropriate license terms of use. Renew the serials vendors’ annual subscriptions.

Verify purchase requests against library holdings, research price and availability using vendor software and other web services. Investigate more complex acquisitions problems by communicating with vendors, librarians, and staff.

Receive library materials in all formats; verify accuracy of items received against orders placed; verify that links are correct and active for electronic resources; and complete acquisitions workflows within the library resource management system. Receive print Federal, California, and local government documents and route to appropriate cataloging staff. Initiate and process claims for delayed or missing library materials in all formats.

Create, search, download, modify, and delete bibliographic records for new titles using the Library Management System, and the OCLC database. Initiate workflows for cataloging and physical processing.

Receive, interpret, route for payment, and track invoices for library materials in all formats; resolve subscription payment problems by communicating directly with the vendor and appropriate library staff.

Prepare and reconcile invoices for payment, including making corrections and applying sales or use tax as necessary; post fund charges and credit card payments in the library management system and campus financial software; manage vendor accounts, monitor firm order spending and generate reports.

Under the lead of the Electronic Resources Coordinator, support collection development decisions related to electronic resource management and furnish data and reports to the Dean, Information Resources Director, and faculty librarians. Prepare detailed internal reports and analytics using the library management system or other data analytics and visualization software to analyze, interpret and present collections data.

Receive and acknowledge gift books and coordinate selection workflow in consultation with college librarians and library staff; coordinate gift-acceptance policy, track statistics, and prepare tax forms. Communicate with donors and used book buyers to distribute irrelevant titles.

Provide administrative and configuration support for library software utilized within Information Resources and Resource Sharing.

Prepare Lost Title and other lists to evaluate and process materials for possible withdrawal or replacement. Evaluate and process materials for possible withdrawal or replacement including analytics on usage, coverage, subject area significance, relevance to the curriculum, cost, and other data points.

Coordinate Mending/Binding/De-accession decision workflow for damaged monographs.

Assist in data tabulation for required reports for statistical surveys, audits, and program accreditation.

Research new techniques and technologies for acquisitions and library technical services workflows; share findings and make recommendations for implementations as appropriate.

Hire, train, and supervise student assistants to assist with acquisitions work or projects as needed.

COLLECTION MANAGEMENT SUPPORT
Perform bibliographic searching, verification and editing in online systems (OCLC, library online...
Perform routine operations using library software (library online catalog, OCLC) to support catalog record maintenance activities.

Perform other departmental duties and special projects as assigned.

Provide essential reference assistance or information to library patrons using web-chat service, referring them to appropriate librarians for more in-depth or specialized instruction.

Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.

Participate in CSU Systemwide, library, and campus committees, taskforces, meetings, and working groups as appropriate.

Perform other job-related duties and special projects as assigned.

**SELECTION CRITERIA**

1. There are no items to show

**POSTING DETAILS**

**Advertising Summary:** Cal Poly is seeking an enthusiastic, customer service oriented team player to support the acquisitions functions of the Information Resources & Resource Sharing department at the Robert E. Kennedy Library, Cal Poly San Luis Obispo.

**Advertisement text:**

**CAL POLY**

**Job Summary**

Under general supervision of the Director of Collections Strategy & Discovery this position contributes to the fulfillment of the Acquisitions and Electronic unit functions, in addition to contributing to the overall services and programs of IR&RS and Kennedy Library. Primary responsibilities include handling library acquisitions processing from ordering library materials; receiving and processing materials in the library management system and preparing them for use; verifying accuracy of materials received against orders placed; monitoring acquisition expenditures and processing vendor invoices for payment; troubleshooting acquisitions related problems with vendors; and compiling expenditures for annual statistics and audit reports. This position also supports related IR&RS activities including bibliographic searching, verification, and editing; and supporting catalog record maintenance activities.

**Department Summary**

The Robert E. Kennedy Library is nationally recognized for its distinction in engaging the students and faculty of the Cal Poly university community. While integrating traditional library resources and services with digital tools and platforms, the library continuously experiments to adapt its services, programs, and spaces to meet the evolving academic programs, research interests, and needs of the university community. Annual visits exceed 1.5 million.

**Key Qualifications**

- Demonstrated expertise or knowledge of automated academic library, acquisitions, and electronic resources management programs, online resources, databases, and systems, especially the Acquisitions and Resource Management workflows in the library resource management system, as well as link resolver, authentication, and electronic data exchange (EDI) software, to perform assigned duties, technical work and/or assist patrons.

- Thorough understanding of the concepts and issues related to the lifecycles of both print and electronic resource acquisition, management and discovery.
Education and Experience

High School or Equivalent certification plus two to three years of related library and/or clerical experience or an equivalent combination of experience and education.

Salary

Anticipated Hiring Range: Obtaining from HR

Classification Range: Obtaining from HR

Cal Poly

Known for its Learn by Doing pedagogy, Cal Poly is the flagship of the world-renowned California State University system. Annually recognized as one of the top public universities in the nation, Cal Poly continues to offer an academic curriculum based on learned experience gained through real-world practice. Located in San Luis Obispo, Cal Poly is nestled comfortably among the coastal foothills, minutes from the Pacific Ocean and equidistant to the Bay Area and Los Angeles.

Cal Poly offers a best-in-class benefits program, including health, dental and vision insurance, retirement participation in the Public Employees’ Retirement System, and educational benefits for eligible employees. See our benefits website for additional information.

Diversity Statement

At Cal Poly, we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies Cal Poly’s values of free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Cal Poly’s commitment to diversity informs our efforts in recruitment, hiring and retention. California Poly is an affirmative action/equal opportunity employer.

Supplemental Information

Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that Cal Poly has designated as sensitive.

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position may be “Designated” under California State University’s Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter.

Cal Poly, San Luis Obispo is not a sponsoring agency for staff positions (i.e. H1-B visas).

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**USERS AND APPROVALS**

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<tr>
<th>Hiring Administrator:*</th>
<th>Adriana Popescu</th>
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<tr>
<td>Approval process:*</td>
<td>SL - Staff - New PD - Edits</td>
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<tr>
<td>1. Appropriate Administrator:</td>
<td>Timothy Strawn ✔ Approved Sep 5, 2019</td>
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<tr>
<td>2. Human Resources:</td>
<td>Quinn Tanner ✔ Approved Sep 5, 2019</td>
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<tr>
<td>3. Dean (Academic) or Department Head (Non-Academic):</td>
<td>Adriana Popescu ✔ Approved Sep 8, 2019</td>
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| HR/Faculty Affairs Representative:* | Samson Blackwell |

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