

**Sul Ross State University
Position Description**

Official Title: Library Assistant, Acquisitions
Salary Group: 8, \$24,180

Job Code: 4232

General Statement

This person provides support for the purchasing and acquiring of all library materials.

Duties and Responsibilities

- Performs tasks using word processing, spread sheet, and/or database computer skills
- Keeps various fiscal records and maintains department's numerous accounts
- Reconciles balances with the general ledger and monthly Citibank statement
- Prepares requisitions/vouchers for payment; compiles and types reports
- Extensive contact with vendors
- Extensive contact with campus accounting and purchasing departments
- Research, order and receive all library books and materials; investigate the status of library materials ordered but not received in a timely manner
- Create brief bibliographic records in Sirsi; search and import cataloging records from a bibliographical utility into library's Sirsi system

Minimum Qualifications & Requirements

Knowledge/Skills/Ability

- Proficiency in Windows based software and proficiency required including use of Microsoft Excel and Word; ability to learn new technologies
- Experience with data entry
- Ability to communicate clearly and concisely, orally and in writing
- Work well with co-workers in a team environment
- Ability to work independently, accurately and effectively with highly detailed procedures under time constraints
- Excellent organizational and problem solving skills and attention to detail
- Continuous physical tasks include use of manual dexterity, talking, listening, reading and viewing; frequent physical tasks include sitting, standing, walking, reaching, lifting library materials, and possible climbing of stairs

Supervision

- Received: Report to the Director of Technical Services
- Given: May supervise student workers

Education

- Required: Bachelor's Degree
- Preferred: Degree in computer science or library science

Experience

- Required: Three years of experience in systems management, budget, or a related technical environment.
- Preferred: Direct experience working in a university library setting. Accounting/bookkeeping skills; familiarity with Dewey classification; experience with online systems and a bibliographic utility (SIRSI and OCLC experience preferred), and with Banner.