

POSITION DESCRIPTION  
**CARNEGIE PUBLIC LIBRARY**  
An Equal Opportunity Employer  
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Job Title: **ACQUISITIONS SPECIALIST**

Immediate Supervisor: Director

Positions Supervised: None

**JOB RESPONSIBILITIES:**

Under general supervision, the Acquisitions Specialist will provide Public Service as scheduled by Circulation Manager and place orders for supplies, in coordination with Director and Fiscal Officer.

**QUALIFICATIONS:**

- High school diploma or equivalent, and
- A minimum of two (2) years office or library experience OR
- An equivalent combination of education, training and experience

**WORKING CONDITIONS:**

- Must be able to lift and carry 10 lbs. frequently; 20 lbs. occasionally

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

Pay Grade: 11  
Overtime:  
Non-Exempt  Exempt   
Admin.  Prof.  Exec.

## CARNEGIE PUBLIC LIBRARY

### KNOWLEDGE OF:

- Library policies and procedures\*
- Dewey Decimal Classification System\*
- Library Automation\*
- Word processing software\*
- Electronic ordering
- Cataloging Software\*

### SKILLS AND ABILITIES TO:

- Communicate courteously and clearly in person, in writing and on the telephone
- Accurately copy and record figures

\* May be acquired after hire

% of Time      ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

### 60%      PUBLIC SERVICE

- \* Provides general reference services to patrons
  - Responds to questions from patrons in person and over the telephone
  - Checks shelves for requested materials
  - Assists patrons with genealogy research, as assigned
  - Conducts or assists with story hours and programs, as assigned
- \* Checks library materials in and out on computer system
- \* Processes renewals
- \* Reserves library materials for patrons
- \* Assists patrons in the use of library equipment
- \* Issues library cards
- \* Empties book drop
- \* Searches shelves and processes ILL requests from other libraries
- \* Notifies patrons when library reserve materials are available or cancelled
  - Photocopies and faxes materials for patrons, as required
  - Reserves equipment and schedules meeting room
- \* Collects and records fines and fees
  - Registers voters and seniors for Golden Buckeye Card

### 30 %      ACQUISITIONS

- \* Administers the supply budget line item for the library
- \* Maintains inventory of supplies and places orders as needed
- \* Receives shipments and verifies contents with packing slips
- \* Matches invoices with packing slips and verifies accuracy
- \* Notifies vendors of errors; returns merchandise as required
- \* Places orders for supplies, furniture, and other materials as requested by Department Heads and Director
- \* Verifies status of orders
- \* Maintains files related to all orders
- \* Coordinates status of orders with Fiscal Officer
- \* Provides assistance to Fiscal Officer as needed

### 10%      MISCELLANEOUS

- \* Performs the duties of the Technical Services Specialist, as required
  - \* Performs additional duties and assignments, as requested
  - Laminates materials for public and staff
- \* *Denotes an essential function of the job*

Employee Signature:

Date: