

**UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS
POSITION DESCRIPTION**

Action requested:

Establish new position
 Revised Existing Position
 Updated for files only

Position#: _____
Date Prepared: November 2, 2001
Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: _____

Proposed Classification: Library Technician I Descriptive Title: Payment Technician

Supervisor: Business Section Team Leader

Library Division/Production Group/Unit: Technical Services/Acquisitions Production Group

Cost Center: _____ FRS Account#: 01-113600 Sub Code: 1012 FTE: 100%

Permanent: Contingent I (Hrly) _____ Contingent II (contract): _____ Expected Duration: _____

B. POSITION SUMMARY:

Within a team environment, responsible for on-line receipt and payment of library materials in all formats.

C. ORGANIZATIONAL CHARACTERISTICS

Reports to the Acquisitions Business Section Team Leader. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment.

D. PRINCIPLE ACCOUNTABILITIES:

1. Unpacks, and receives firm order titles on-line. Routes to the appropriate queue.
2. Maintains online claim system for incomplete receipt of firm ordered materials.
3. Verifies on-line receipt is correct and payment is justified. Posts, codes and processes invoices for payment and inputs data into automated acquisition system. Identifies and solves related problems.
4. Reviews bill listings from the Administrative Computer Center and the library's integrated library management system to finalize payment.
5. Converts Foreign currency to dollars; determines proper coding of invoices as required by State and University offices.

6. Resolves vendor statements by reviewing vendors' claims for payment to determine type of original order and appropriate accounts; consults payment files online or in paper files to determine order and payment information; consults order files through the online system to determine payment status.
7. Maintains personal statistics.
8. Collaborates with Team Leader and team colleagues to improve service.
9. Serves on appropriate teams and committees to achieve the goals of the unit.
10. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as required.

E. DIMENSIONS

Number of Persons Supervised: Direct: 0 Indirect: 0

Number of Students Supervised: Direct: 0 Indirect:

Formal Leadership:

- "Work/Project Leader"**: answers general questions and provides assistance, maintains assignment completion schedules; performs the same tasks as others.
- "Team Leader"**: advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.
- "Supervisor"**: participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.
- "Manager"**: solely responsible for performance appraisals; employee training and development; handles disciplinary problems, responsible for multiple units or areas, each with supervisor. This person will be evaluated on these decisions.
- X No direct staff reports.

Complexity of Work:

- Routine**: Primarily deals in one singularly directed functional area. Awareness of related area is not significant.
- X **Semi-complex**: Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability is needed.
- Complex**: Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
- Very Complex**: Involves complicated bodies of knowledge/functions that differ substantially from each other.

Autonomy/Freedom of Action:

Close supervision: detailed instructions given. Close and complete review of work.

General supervision: proceeds on regular tasks, referring questionable situations to supervisor.

Very general supervision: resolves most questions, accomplishes most tasks without guidance.

Little guidance: performs complex functions, establishes priorities, resolves issues, rarely refers to supervisors.

Plans, develops and implements functions/projects for functional unit(s) or team(s).

Other (explain)

Interactions:

Primary interactions include staff within Acquisitions Production Group Teams and Acquisitions Team Leaders and the Adaptive Cataloging Team.

Fiscal Responsibility: N/A.

Physical Working Conditions:

Normal office environment. Requires moving/lifting/unpacking boxes weighing up to forty pounds, moving fully loaded book trucks.

F. MINIMUM QUALIFICATIONS:

Academic Level: High school diploma or equivalent.

Practical Experience: One year of relevant experience. Experience with an automated acquisitions system and automated library system, preferred.

Technical Qualifications or Specialized Certifications: None

Other knowledge, skills, abilities and competencies required: Must have ability to manage tasks in response to varying time pressures with shifting priorities and changing constraints. Must have the ability to take direction well. Evidence of ability to interact collaboratively and work effectively with teams. Evidence of strong service orientation; ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly with all persons potentially affected by the scope of the work. Accuracy and attention to detail is necessary. Visual acuity suitable for reading 12 point type without special assistance is required.

Incumbent's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Production Group Leader's signature: _____ Date: _____

Director's signature: _____ Date: _____