UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty____ Exempt ____ Non-Exempt _X___ Other____

FOR LIBRARY HR USE ONLY – Position Number

Date Prepared: April 3, 2018
Prepared by: Leigh Ann DePope
Reports to: Unit Supervisor for Ordering in Acquisitions and Data Services
Division: Collection Strategies and Services
Department: Collection Services
Position Title: Library Services Specialist

NATURE OF WORK:

Within a team environment responsible for creating orders for library materials in all formats. Identifies and resolves problems associated with orders and approval plans. Communicates with selectors, vendors and the library community. Promotes a collaborative continuous learning environment within the University of Maryland Libraries.

DUTIES AND RESPONSIBILITIES:

Ordering (70%)

Responsible for ensuring that all firm orders, e-books and print, are processed in a timely and cost effective manner. Resolves complex ordering problems.

Establishing and maintaining business relationships with online venders including but not limited to: YBP, Book House, Midwest, Otto Harrassowitz, Casalini Libri, Aux Amateurs, Theodore Front and Iberbook-Sanchez Cuesta. Establishing a workflow with vendors to order online monograph firm orders.

Works with the Team Leader making recommendations and contributing to the implementation of workflow issues for the ordering of e-books and firm orders through the online database Gobi.

Works in cooperation with the Payment Team to facilitate and expedite the payment of invoices.

Assists selectors in monitoring fund levels.

Collaborates with the team leader to relentlessly find ways to improving service for our customers.
Applies knowledge of current issues and trends in acquisitions. Communicates with the publishing industry to improve services.

**Order Maintenance and Claiming (15%)**
Communicates with selectors, vendors and library community for order clarifications, corrections, returns or other problems that may arise. Assists Ordering Team Leader in evaluating overdue orders, contacting vendors for order status updates, and claiming monograph orders.

**Documenting Workflow and Maintaining Statistics (10%)**
Maintains personal ordering team monthly statistics. Establishes and maintains documentation for all work routines in cooperation with the team leader.

**Job-focused learning: (5%)**
Participates in staff training initiatives as necessary in the use of an automated system. Continues to acquire new skills, knowledge, and competencies needed to improve work processes, and shares them with the appropriate staff. Performs other duties as required.

Performs other duties, as assigned.

**PHYSICAL DEMANDS:**
Required to handle books, lift book boxes up to 30lbs, as well as, push loaded book carts.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS (Knowledge, skills, and abilities):**

**EDUCATION:**
- **Required:** Bachelor's degree

**EXPERIENCE:**
- **Required:** One year of experience directly related to the primary duties of the position.

**Strongly Preferred:** Three years of relevant experience in a library with a experience in library or book buying unit. Experience with acquisitions practices and procedures. Experience in book trade and publishing practices. Excellent communication and interpersonal skills. Experience in financial operations and procedures such as: accounting, accounts payable, disbursements, and billing highly desirable. Experience with Windows functionality on personal computers for word processing, e-mail, spreadsheets and library integrated management systems required.

**Preferred:** Working experience of Microsoft office and Google Suite.
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. Strong analytical skills are required. Ability to interact collaboratively and work effectively in teams. Strong service orientation; an 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 Collection Services. Excellent interpersonal skills; ability to communicate clearly orally and in writing with all persons potentially affected by the scope of the work.

Employee’s Signature________________________  Date__________

Print Employee’s Name________________________________________

Supervisor’s Signature______________________  Date___________

(Revised – 04/03/18)