



THOMAS JEFFERSON

SCHOOL of LAW

JOB DESCRIPTION

JOB TITLE: Library Technician, Acquisitions
DEPARTMENT: Library
REPORTS TO: Technical Services & Acquisitions Librarian
POSITION STATUS: Full-time, non-exempt

GENERAL SUMMARY: Under the direct supervision and direction of the Technical Services & Acquisitions Librarian and the Library Director, this position has a variety of functions within the Technical Services Department. This position assists the Technical Services & Acquisitions Librarian in performing all acquisitions-related functions including ordering, receiving and claiming materials. Other duties involve knowledge of library operations, terminology and Innovative Interfaces, Inc., specifically the Millennium Acquisitions and Serials modules. Excellent written and verbal communication skills are required as is a willingness to work cooperatively with colleagues.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist the Technical Services & Acquisitions Librarian by placing orders by phone, email, online, mail and fax.
- Follow through on each order by creating an order record in the Millennium acquisitions module, tracking arrival and preparing items for cataloging or processing.
- Maintain a list of forthcoming titles the library will purchase when published.
- Claim materials not received on a monthly basis.
- Produce and distribute to the TJSL community lists of titles purchased each month that relate to the TJSL Academic Centers.
- Produce the Library Highlights e-newsletter twice a month for distribution to the TJSL community.
- Monitor the Master Calendar for additions to the speakers list and research potential purchases written by those speakers.
- Produce monthly and annual statistical reports on materials added to the library collection and vendor performance.
- Supervise the Microform collection.
- Manage all aspects of the Library Donation Program.
- Learn all Serial procedures including check-in to assist the Serials Librarian.
- Cross-train in other Technical Services positions to assist as needed.
- Provide Reference Desk coverage as necessary.
- Maintain a procedure manual for this position.
- Other duties as assigned.

MINIMUM LEVEL OF EDUCATION AND/OR EXPERIENCE:

Two year college degree and two years of library experience.

PREFERRED:

Four year college degree and/or library certifications; prior academic law library experience; prior Technical Services experience; prior experience with Millennium acquisitions module; ability to work well independently and with others; ability to solve problems; ability to carry out tasks with minimal supervision and follow through in a timely manner; ability to be flexible and adjust to change.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience required: Excellent computer skills including the use of word processing, spreadsheet, Internet browser and e-mail programs.
- Experience desired: Knowledge of Innovative Interfaces, Inc. Millennium system; acquisitions experience; serials processing experience; law library experience.

TOOLS AND EQUIPMENT USED:

Innovative's Millennium Acquisitions and Serials modules; Internet, word-processing, and other job-related software; printers, phones, photocopiers, fax machine, microform reader-printers.

PHYSICAL REQUIREMENTS:

Frequently sit, talk and hear; reach with hand and arms; walk, stoop, kneel, bend and retrieve objects at a height of 8 feet (with or without the use of a stool) or at floor level; push a fully loaded library book truck; lift up to 25 pounds; work in an environment that may contain dust and/or mold.

WORK SCHEDULE:

Full time, 40 hours per week, Monday through Friday. Evenings and weekend if needed.

SALARY:

Commensurate with experience.

TO APPLY:

Send cover letter and resume to Leigh Inman at glinman@tjisl.edu

Or mail to:

Thomas Jefferson School of Law

ATTN: Leigh Inman

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