



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/12/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Library Acquisitions and Collection Development Manager
Status: Full-time, 35 hours per week
Grade: 10
Union Affiliation: PSA@Rhode Island College (Professional Staff Association)
Reports To: Director of the Library

PRIMARY PURPOSE:

Manage the Acquisitions and Collection Development Office in carrying out the responsibility for all library acquisitions including books, non-book materials, electronic resources and gifts. Coordinate the placement of all orders for equipment and supplies according to College and state purchasing regulations. Coordinate the Library's acquisition of shelf-ready materials. Oversee the Library's use of the HELIN Consortium's automated acquisitions module, including technical training of staff. Supervise, train, and direct the activities of support staff. Oversee the collection development of the circulating collection in conjunction with library liaisons and other library personnel.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Establish, oversee, and evaluate procedures for the ordering of library materials, including books, non-book materials, and electronic resources.
- Using established purchasing procedures, select appropriate vendors for various library materials; negotiate discounts; monitor and evaluate vendor performance; communicate with publishers and other vendors regarding matters related to the acquisition of library materials. Establish bibliographic profiles to enable vendors to provide shelf-ready materials.
- Supervise and train support staff assigned to assist in any aspect of library acquisitions, including technical training related to the use of the library consortium's automated acquisitions module.
- Supervise and train support staff in the use of various vendor websites for the purchase of library materials, including exporting information from vendor sites to the local acquisition's module.
- Advise faculty in support of library collection development activity, and on the means by which library materials may be acquired most efficiently.
- Prepare and send allocation emails to Library liaisons soliciting purchase requests and process orders received.
- Establish, oversee, and evaluate all workflow related to purchasing of materials, supplies and equipment for the library. Assist all library departments in determining their supply needs, and determine the best method of fulfilling all requests for supplies and equipment.
- Establish, oversee, and evaluate the Library's shelf-ready materials program, including selection and evaluation of vendors, establishment of profiles for vendor processing of materials, inspection, and evaluation of such materials, and staff training in the receipt and processing of shelf-ready materials.
- Create, update, and maintain spreadsheets of financial records for all library expenditures; report financial information to the Director of the Library monthly or as needed.

Library Purchasing Manager

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- Work with library liaisons and other library personnel to update and weed the physical collections on a regular basis.
- Responsible for donor contacts, relations and acknowledgement of gifts. Establish, oversee, and evaluate policies and procedures for all transactions involving gifts of library materials in accordance with federal tax guidelines and College Development requirements.
- Create and revise the technical documentation and procedural manual for the library's acquisitions module.
- Participate in Library Director's Council meetings.
- Participate in Library-wide and HELIN Consortium committee and task force work
- Participates in local, regional, and national organizations as appropriate.
- Act as subject selector for the selection of books one or more academic subject areas.
- Coordinate and facilitate the use of various college development funds for the purchase of library materials.

Occasional Job Functions:

- Provide back-up coverage on the Borrowing Services Desk and the Reference Desk
- Perform other duties and responsibilities as assigned by the Director of the Library.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree from an accredited 4-year institution.

Experience:

- A minimum of two years of acquisitions/purchasing experience; previous work in a library at a supervisory level.
- Experience in the use of an integrated library system and a bibliographic utility.

Skills, Knowledge and Abilities:

- Working knowledge of integrated library system (preferably OCLC WorldShare Management System) and library software
- Working knowledge of library acquisitions workflows
- Demonstrated ability to troubleshoot technical problems and proactively learn new technical skills
- Demonstrated ability to contribute to and adapt to new workflows for efficiency and effectiveness
- Proficiency with Microsoft Office
- Working knowledge of one or more romance languages
- Excellent time management and organizational skills; adaptability and flexibility; and an attention to detail, accuracy, timeliness and dependability
- Strong interpersonal skills and the ability to effectively communicate with a wide range of constituencies in a diverse community. Ability to communicate effectively orally and in writing.
- Work independently and foster a cooperative spirit within a large and/or small team of diverse cultures, while working with multiple deadlines and frequently changing priorities.

PREFERRED:

- Master's Degree in Library Science.
- Purchasing experience in a public institution using purchasing regulations.
- Experience in an academic library, or through comparable service in an organization providing information to large numbers of people.
- Familiarity with cataloging standards such as MARC, RDA and AACR2.
- Have knowledge of and use Library of Congress Classification and subject headings.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

- This position requires frequent lifting of heavy cartons of books and supplies and pushing loaded book trucks.
- The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.