

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: LIBRARY ACQUISITIONS TECHNICIAN
DEPARTMENT: LIBRARY
REPORTS TO: REFERENCE LIBRARIAN

DATE: 03/25

JOB SUMMARY:

Arranges for the purchase and procurement of physical library materials. Organizes(?) services required by library staff. Work includes reviewing material requests (by whom?), communicating with department officials and vendors, examining prices, suitability and availability of items and services, comparing specifications/scope of services, and reviewing alternatives to requests to meet required objectives. Scope also includes the review and monitoring of existing procurement contracts and price agreements and the development, issuance and monitoring of new procurement contracts and price agreements. Work is performed independently under the general supervision of the Reference Librarian in Technical Services and in accordance with the City's purchasing ordinance and policies and procedures issued pursuant thereto.

ESSENTIAL JOB FUNCTIONS:

Conducts research, evaluates findings and makes decisions on procurement matters, including limited and standard purchases as defined by the City's purchasing ordinance;

Interprets and evaluates contract provisions and ensures compliance with the City's standard terms and conditions;

Reviews purchase requests for completeness, accuracy and compliance with existing policies, procedures and contracts;

Strives to provide the best customer service possible by working closely with department personnel to ensure that quality items and services are obtained in an efficient, cost-effective and timely manner;

Obtains oral and written price quotes from vendors;

Compares vendor quotes with respect to price, specifications, availability, warranty and terms and conditions;

Oversees purchases made with the City purchasing card (P-card) and ensures compliance with the City Ordinance and purchasing policies and procedures;

Monitors and communicates with vendors on overdue deliveries or delivery changes.

Communicates to appropriate department personnel all changes in delivery dates, price quotations, item specifications/scope of services and other related problems impacting the anticipated delivery of items and services;

Resolves invoice pricing discrepancies with the appropriate vendors;

Interviews and promotes positive public relations with vendors, evaluates the relevancy and quality of their products/services and capabilities as a supplier and, when appropriate, refers them to department personnel;

Reviews, monitors and updates all existing procurement contracts and price agreements, relevant to her/his buying responsibilities, in the library's integrated library system.

Becomes familiar with and utilizes, when appropriate, all City, State and other intergovernmental contracts in accordance with the Code of Ordinances and the City's purchasing policies and procedures;

Becomes familiar with all laws, ordinances, regulations, policies, standards and procedures relating to public purchasing;

Serves as the authoritative designee of the Library to articulate the City's purchasing policies and procedures to internal customers, vendors and the public. When necessary, refers inquiries from the public to the relevant library staff member;

Remains current with developments in the marketplace, public purchasing, products, services and vendors through trade journals and other technical material, membership in relevant professional organizations, attendance at relevant workshops/seminars and networking with other city and purchasing professionals

Maintains appropriate records of purchasing activities, prepares reports and correspondence and attends meetings as necessary;

Assumes the responsibilities of other Library Technical Services staff as required;

Builds and maintains positive working relationships with co-workers, internal and external customers, other City employees and the public;

Provides reference and reader's advisory services for patrons; assists in the location of sources and the selection of materials, instructs patrons in the use of online catalog;

Performs circulation functions; checks out materials; registers new library patrons and renews expired registrations; collects and records payment of fines; places requested items on reserve; explains library policies and procedures, sorts returned materials for shelving by pages; balances monies collected; aids patrons in the use of self-check machine;

Performs Technical Services functions; utilize the library's automated system to catalog materials; receive, invoice and process new materials;

Participates in program planning and production;

Provides staff coverage at public facing desks or a branch library;

Demonstrates prompt and regular attendance;

Performs all other duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal computer or laptop	Calculator
General Office Equipment	Smartphone
Copier/Printer/Scanner	Multi-Line Telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree or equivalent, from a college or university. Purchasing experience preferred, two to three years, or any combination of education, training and experience that provides the required knowledge, skills and abilities required for the job.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

Computer based purchasing processes, Microsoft Office products (Excel, Access, Word, and Outlook) and intranet/internet applications.

Experience with integrated library systems preferred.

Budgetary principles and practices.

Basic bookkeeping and accounting principles and practices.

Library policies, procedures, terminology, and materials.

Record keeping/management and report preparation.

Skill in:

Negotiating for the best possible price, quality, terms, conditions, specifications and service using tact, discretion, assertiveness, initiative and independent judgment within established guidelines and in the best interests of the the library and the City of Concord.

Organizing work, setting priorities, meeting critical deadlines and following-up on assignments with a minimum of direction and supervision.

Attention to detail.

Researching, compiling and summarizing a variety of information and statistical data and materials.

Communicating effectively with others, both orally and in writing.

Dealing courteously and diplomatically with staff at all levels, vendors and the general public.

Applying logical thinking to solve problems or accomplish tasks.

Understanding, interpreting and communicating departmental policies, procedures and protocols.

Preparing and explaining complex spread sheets and data bases.

Mental and Physical Abilities to:

Speak effectively before and respond to questions from small and large groups.

Read, analyze and interpret policies, procedures, laws, regulations and technical specifications/scopes of work/services.

Establish and maintain effective working relationships with internal and external customers.

Attend meetings/hearings conducted in late afternoon or evening.

Prepare reports, correspondence, spread sheets, data bases and procedure manuals.

While performing the essential functions of this job the employee is frequently required to: Stand, walk, sit, talk and hear; Lift and/or move up to 10 lbs.; Use hands/arms to handle, feel and reach.

Working Conditions:

Works in a normal office environment where there are few or no physical discomforts associated with changes in weather or associated with dust, dirt or the like.

The work environment is, typically, moderately quiet.