



## POSITION DESCRIPTION

<b>TITLE:</b>	Acquisitions Technical Assistant	<b>CATEGORY:</b>	Classified
<b>FLSA STATUS:</b>	Non-Exempt	<b>GRADE:</b>	E

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**JOB SUMMARY:** Coordinate the acquisition and processing of library materials.

**In-person work on campus is an essential function of this position.**

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<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Coordinate the acquisition and processing of library materials, materials ordered, receipt, payment verification and processing. Utilize the Innovative System for ordering and receiving of library materials requested by Librarians including online ordering. Extract and compile database information relating to book purchases.	20%
2. Type purchase orders, key receiving forms and process invoices and disburse for process and payment. Compile and send electronic orders via email.	15%
3. Utilize the Innovative System to generate reports, post, receive and invoice all library materials ordered by Librarians.	15%
4. Search and verify pre-ordering, bibliographic records by using Books in Print, the internet and other publishing sources.	15%
5. Communicate with external vendors on availability of library materials requested by Librarians. Negotiate on price, shipping fees, discounts and request information on address and ordering specifications.	10%
6. Provide instruction and training to Librarians and staff in use of automated library acquisitions system and report preparation. Distribute an updated union list report to libraries district wide, UTEP and Public Library.	10%
7. Coordinate and assist in magazine receiving, claiming and problem solving using the EC Serials software. Coordinate and assist with unpacking, receiving, documenting and distribution of library materials.	5%
8. Coordinate book acquisition problems with internal departments including Librarians and external vendors; identity and resolve issues.	5%
9. Perform other duties as assigned.	5%

**SUPERVISORY RESPONSIBILITIES:** Provide work direction to assigned staff.

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Associate's Degree

**EXPERIENCE:** Three (3) years of related experience.

**SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

**SPECIAL SKILLS AND ABILITIES:**

1. **Skills/Abilities:** Ability to produce new, imaginative or innovative solutions, good reasoning and judgement skills, effective oral and written communication skills, effective public relations, proficient computer skills and bookkeeping skills.
2. **Equipment Used:** Personal Computer, fax, telephone, copier, and other equipment associated with an office environment.
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, presentation software, and software used by the District's library system.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hand to handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must occasionally lift or move up to 10 pounds and 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:**

Job is performed in general office or comparable working area with occasional distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

<b>POSITION TITLE:</b>	<b>Acquisitions Technical Assistant</b>
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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.*

X \_\_\_\_\_  
***Employee Signature*** ***Date***