POSITION ANNOUNCEMENT

Position Title: Acquisitions Coordinator
Full-Time (10 months), VSCSF Bargaining Unit
Non-Exempt, VSC Grade 10

Shift: Monday – Friday 8:00 a.m. – 4:30 p.m.

Starting Salary: $22,323.33 annually (pro-rated salary) plus VSCSF Benefits package

Location: Randolph Center campus

Responsibilities:

- Run pre-determined acquisitions formulae on various databases to generate lists of potential acquisitions for approval by Library Director or designee. Assemble order requests from Collection Development Committees. Search for items in bibliographic and commercial databases. Generate list of potential acquisitions for final approval by the Library Director. Liaise with librarians to review and optimize standing orders and serial orders.

- Identify appropriate vendors for books, videos, serials, software and other media. Perform periodic analyses of vendor prices and services to optimize library acquisition budget. Send approved orders to appropriate vendors by e-mail, fax, telephone or mail. Pay invoices through the college’s accounting database and the library’s corporate credit card.

- Track expenditures, encumbrances, the working cash balance and standing order allotments. Reconcile accounts between the library management software and the college’s accounting system. Identify and correct any discrepancies by communicating with vendors and college business office staff. Provide periodic acquisitions and budget reports to the Library Director.

- Process orders as they arrive. Receive items in the library management
database and begin processing arriving materials by downloading machine-readable cataloging records and enter into the library’s bibliographic database. Assist with cataloguing and rush process items needed urgently. Inform requesters of the arrival of items. Track arrivals of serials and claim missing issues from the serials vendor.

- Oversee and perform serials or periodicals processing, in the automated library system; maintaining the collection, including with electronic journal maintenance as needed.
- Assist with circulation desk duties as needed.

**Qualifications:**

Bachelor’s degree plus two to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Excellent overall understanding of college library organization and systems, with a broad base of technical knowledge and skills related to the area(s) of specialization of the position. Relevant training/experience in use of computerized library information systems strongly desired.

- Ability to deal effectively with library patrons.
- Strong reading, writing, math and analytical/problem-solving skills.
- Good basic administrative, organizational and supervisory skills.
- Valid driver’s license.

**Starting Date:**

April 13, 2015

**Application Deadline:**

March 14, 2015

**To Apply:**

Submit a cover letter, resume and Vermont Tech employment application to: Office of Human Resources, PO Box 500, Randolph Center, VT 05061. (Employment application is available on the VTC website: [www.vtc.edu](http://www.vtc.edu).

**NOTE:** All full-time and some part time positions are subject to a criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other underrepresented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.