

Job Description

Title: Assistant – Acquisitions

CBA Position: KCSS

Department: Library Services

Reporting Manager: Dir., Library Services

Direct Reports: None

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B22

Band Range: \$33,756-\$47,259

FY14 Budget:

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD:

Job Summary:

Process the ordering, receiving, and checking in of materials for the library. Record and maintain financial records for the library. Maintain library databases by withdrawing old, damaged or unwanted books.

Supervisory Responsibilities: None, but may coordinate the activities of part time or student workers.

Minimum Qualifications/Basic Job Requirements:

- Associates degree
- 1-3 years' experience in a general office setting
- Have at least 1 year experience working in a library

Illustrative Examples of Essential Functions:

- Coordinate the procurement of library materials and supplies.
- Working with the library technical services staff, maintain library databases.
- Prepare, as necessary, reports regarding statistics and finances of the library.
- Assist with clerical or administrative duties to record and maintain fines, fees, and chargebacks.
- Provide support to library users in the use of library resources and technology.
- Assist the Circulation Desk and perform, as necessary, reception duties, to receive guests, answer phones, receive or respond to correspondence as necessary.
- Assist with the production of College photo ID cards.
- Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess excellent organizational skills
- Have knowledge, with a strong emphasis in research processes and problem solving techniques
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Self-initiative and ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of general administrative processes and procedures

- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014