UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS
POSITION DESCRIPTION

Action requested:

____Establish new position
_X_Revised Existing Position
____Updated for files only

Position#:_____
Date Prepared:November 2, 2001
Effective Date:_____

H. GENERAL INFORMATION:

Name of Incumbent:_____ Current Classification:__Librarian_____

Proposed Classification:____n/a_____Descriptive Title:_Ordering Team Leader____

Supervisor: Acquisitions Production Group Leader

Library Division/Production Group/Unit:Technical Services/Acquisitions Production Group

Cost Center:_____ FRS Account#:01-113600_Sub Code:_1012_ FTE:_100%

Permanent:_X_ Contingent I (Hrly)____Contingent II (contract):____ Expected Duration:_____

B. POSITION SUMMARY:

Within a team environment, responsible for planning, implementation and administration of all aspects of ordering library materials encompassing firm orders, approval and purchase plans in all formats (including print, microforms, non-print media, electronic and machine readable). Coordinates and facilitates inter and intra production team activities, facilitates team communications, fosters an environment of shared responsibility, and develops and promotes team plans and vision. As team leader, works directly with team members to plan, develop and implement ongoing activities and special projects and establish team goals and objectives. Provides leadership through active participation on teams and committees at the production group, division, and Library level and within the profession.

C. ORGANIZATIONAL CHARACTERISTICS

Responsible for the administration of the ordering production team that searches and places orders, processes approval plans, purchase plans and gifts. Serves on the Acquisitions Production Group Leadership Team. Serves as a member of the Acquisition Production Group leadership. Reports to the Acquisitions Production Group Leader. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment. Librarians hold faculty status and contribute to the teaching, service and research mission of the University.

D. PRINCIPAL ACCOUNTABILITIES:

1. Develops and implements (in consultation with Acquisitions Production Group Leader) policies, standards, goals and procedures to improve workflow. Assess production team resources and needs and recommends adjustments.
2. As a member of the Acquisitions Production Group Leadership Team, contributes to the planning, development, coordination, and implementation of initiatives within the production group.
3. Resolves complex ordering problems and applies knowledge of current issues and trends in acquisitions, scholarly communication and the publishing industry to improve services.
4. Responsible for ensuring that all orders, approval plans and purchase plans are processed in a timely and cost effective manner.
5. Monitors approval/purchase plan materials expenditures as well as resolving other fund discrepancies upon request by collection development staff. Assists in maintaining the accuracy and integrity of the acquisitions management information system. Develops/analyzes statistical and financial data and prepares reports for Acquisitions Production Team Leader and Collection Development.
6. Establishes and maintains business relationships with vendors and assesses vendor performance. Works with approval and purchase plan vendors to ensure smooth workflow. Resolves problems with vendors. Works with vendors to improve products and services.
7. Works in cooperation with the Payments Team to facilitate and expedite the payment of invoices.
8. Assists in planning and training for the next generation system.
9. Maintains knowledge of trends in acquisitions and library automation through participation in regional and national meetings and listservs.
10. Continues to acquire new skills, knowledge, and competencies needed to improve work processes.
11. Performs all required personnel activities such as preparing job descriptions, interviewing and selecting staff, performance review and development, merit assessments, discipline, etc. Determines performance deficiencies and designs interventions, if needed.
12. Evaluates team training needs and assists staff in acquiring the skills, knowledge and competencies needed to improve job performance.
13. Compiles data collection and analysis, time and cost studies as needed and on request.
14. Collaborates with other divisions and colleagues to improve service.
15. Participates in Library and divisional planning activities.
16. Fulfills “technical Services’ Common Expectations of Staff” and performs other duties as required.

E. DIMENSIONS

Number of Staff Supervised: Direct:__4.5_FTE_____ Indirect:_____

Number of Students Supervised: Direct:___1 FTE_____ Indirect:_____

Formal Leadership:

_____**"Work/Project Leader":** answers general questions and provides assistance, maintains assignment completion schedules; performs the same tasks as others.

_____**"Team Leader":** advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.

__X_ **"Supervisor":** participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.

_____"**Manager":** solely responsible for performance appraisals; employee training and development; handles disciplinary problems, responsible for multiple units or areas, each with supervisor. This person will be evaluated on these decisions.

_____Not applicable to this position.

Complexity of Work:

_____**Routine:** Primarily deals in one singularly directed functional area. Awareness of related area is not significant.

_____**Semi-complex:** Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability is needed.

__X_**Complex:** Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.

_____**Very Complex:** Involves complicated bodies of knowledge/functions that differ substantially from each other.

Autonomy/Freedom of Action:

_____**Close supervision:** detailed instructions given. Close and complete review of work.

_____**General supervision:** proceeds on regular tasks, referring questionable situations to supervisor.

_____**Very general supervision:** resolves most questions, accomplishes most tasks without guidance.

__X__**Little guidance:** performs complex functions, establishes priorities, resolves issues, rarely refers to supervisors.

_____Plans, develops and implements functions/projects for functional unit(s) or team(s).

_____Other (explain)

Interactions:

Primary interactions include all levels of staff within the Production Group and throughout the division. Outside of TSD, primary interactions include the Collection Management Coordinator, library faculty, teaching faculty. Other interactions include members of faculty and staff in other academic institutions and libraries and in professional associations, outside publishers, vendors and suppliers.

Fiscal Responsibility:

Manages credit card purchases as well as monitoring the credit card purchases other staff as necessary. Labor and Assistance allocation

Physical Working Conditions:

Normal office environment. Occasional exposure to dust and/or mold.

F. MINIMUM QUALIFICATIONS:

Academic Level:

Master's degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree.

Practical Experience:

Two years of relevant professional experience in an academic or research library in an acquisitions unit. Experience with an automated acquisitions system and automated library system.

Technical Qualifications or Specialized Certifications:

None

Other knowledge, skills, abilities and competencies required:

Thorough knowledge of acquisitions practices and procedures. Thorough knowledge of acquisitions issues and emerging trends. Thorough knowledge of scholarly communication, publishing trends, book trade practices. Demonstrated management, supervisory, and leadership skills. Ability to train and supervise staff, assess their work, plan, organize, and direct work flow, and plan and organize physical space. Must have ability to manage tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to manage organizational change; to maintain a systematic perspective; to involve and influence others to accept new ideas or innovative approaches; to lead in a team-based organization. Must have the ability to take direction as well as to provide direction and motivation to staff. Evidence of ability to interact collaboratively and work effectively with teams. Evidence of strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively

with a variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly, knowledgeable, and personable, orally and in writing with all persons potentially affected by the scope of the work. Demonstrated record of professional contribution.

Incumbent's signature:_____ Date:_____

Supervisor's signature:_____ Date:_____

Production Group Leader's signature:_____ Date:_____

Director's signature:_____ Date:_____