

**UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS
POSITION DESCRIPTION**

Action requested:

Establish new position
 Revised Existing Position
 Updated for files only

Position#: _____
Date Prepared: November 12, 2001
Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: _____

Proposed Classification: Manager (Exempt) Descriptive Title: Business 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: 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 receiving, returns and payments for all library materials, (\$4 million plus). 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.

C. ORGANIZATIONAL CHARACTERISTICS

Responsible for the administration of the Business Production Team. Serves on the Acquisitions Production Group Leadership Team. Reports to the Acquisitions Production Group Leader. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment. Works closely with other Acquisitions Production Team Leaders to facilitate all aspects of the acquisitions process for all library materials.

D. PRINCIPAL ACCOUNTABILITIES:

1. Develops and implements (in consultation with Acquisitions Production Group Leader) policies, standards, goals and procedures to improve workflow. Assesses production team resources and needs and recommends adjustments.
2. Coordinates and monitors all operations required to receive, pay and return all library materials. This may include: mail operations, receiving, invoice creation, payment authorization, payment and statement resolution, and returns.
3. Trains staff in complex computer operations including use of Library Integrated Management System and Vendor databases. Trains staff in various aspects of duties. Trains library staff in use of serials and acquisitions modules of LIMS. Contributes to and interprets instructions and procedure manuals.
4. Works with Business Team members to identify, analyze and resolve problems resulting from invoice errors, statements, vendor errors, defective, duplicate, damaged or unwanted material, etc.
5. Establishes and maintains business relationships with vendors and publishers and resolves problems.
6. In conjunction with the Production Group Leader, supervises and performs required personnel activities such as time-sheet authorization revising job descriptions, interviewing and selecting staff, performance review and development. Determines performance deficiencies and designs interventions.
7. Works closely with the staff of the University's Accounts Payable and the Banking Services Division of the Maryland State Treasurer's Dept.on payment issues, problems and concerns.
8. Compiles data collection and analysis, time and cost studies as needed and on request.
9. Serves on appropriate teams and committees to achieve the goals of the unit.
10. Collaborates with other divisions and colleagues to improve service.
11. Participates in Library, Divisional, Production Group and Production Team planning activities.
12. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as required.

E. DIMENSIONS

Number of Persons Supervised: Direct: 4 Indirect: _____

Number of Students Supervised: Direct: _____ Indirect: 1.25

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.
- ”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.
- No direct staff reports.

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.
- 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.
- 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 including Production Group Leader, Production Group Teams and Team Leaders throughout the division. Outside of TSD, primary interactions include the Selectors, ILL staff, Collection Management Team Leader, mail room staff, Personnel and Budget Office staff, Information Technology Division and the Dean's Office. Other interactions include outside publishers, vendors and suppliers, University's Accounts Payable staff and the Banking Services Division of the Maryland State Treasurer's Dept.

Fiscal Responsibility:

Manages procurement card payments and purchase logs, (\$4 million plus). Reviews and approves procurement card payments and logs of Library Technician III.

Physical Working Conditions: Normal office environment.

F. MINIMUM QUALIFICATIONS:

Academic Level: Bachelor's degree desired.

Practical Experience: Five years progressively responsible relevant experience required. At least two years experience in acquisitions activities in a university or college highly desirable. Supervisory experience highly desirable. Extensive experience in financial operations and procedures such as: accounting, accounts payable, disbursements, and billing required. Experience with Windows functionality on personal computers for word processing, e-mail, spreadsheets and library integrated management systems.

Technical Qualifications or Specialized Certifications: None

Other knowledge, skills, abilities and competencies required: Demonstrated management, and leadership skills. 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. Ability to interact collaboratively and work effectively in teams. Must have the ability to take direction as well as to provide direction and motivation. 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, and in writing with all persons potentially affected by the scope of the work. Strong analytical skills are required.

Incumbent's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Production Group Leader's signature: _____ Date: _____

Director's signature: _____ Date: _____