

**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: Library Technician III Descriptive Title: Accounts Manager

Supervisor: Business Team 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 authorization, implementation and administration of returns and payments for all library materials. Responsible for approving all Acquisitions invoice payments. Participates in team activities such as developing team goals and objectives, planning and implementation of ongoing activities and special projects, and coordinating production team activities. Provides leadership through active participation on teams and committees at the production group, division, and library level.

**C. ORGANIZATIONAL CHARACTERISTICS**

Member of the Business Team, one of four teams within the Acquisitions Production Group. Reports to the Business Team Leader. The incumbent participates as a member of the Business Team and in teamwork, partnerships, and committees. Works closely with other Acquisitions Production Group staff to facilitate all aspects of the receiving and payment process for all library materials. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment.

D. PRINCIPAL ACCOUNTABILITIES:

1. Make recommendations and implements policies, standards, goals and procedures to improve workflow.
2. Reviews and certifies accuracy of invoice payment procedure ensuring records accurately reflect state mandated codes.
3. Works with the team and team leader to identify, analyze and resolve complex problems resulting from invoice errors, statements, vendor errors, defective, duplicate, damaged or unwanted material, etc. Corresponds with vendors regarding claims, credits, incomplete or duplicate shipments
4. Trains staff in complex payment operations including use of Library Integrated Management System and Vendor databases. Keeps staff training up to date. Contributes to and interprets instructions and procedure manuals.
5. Supervises and performs all required personnel activities for student employees such as preparing job descriptions, interviewing and selecting staff. Determines performance deficiencies and designs interventions.
6. Serves on appropriate teams and committees to achieve the goals of the unit.
7. Collaborates with other divisions and colleagues to improve service.
8. Contributes to creating accurate and timely reports and documentation.
9. Continues to acquire new skills, knowledge, and competencies needed to improve work processes, and shares them with appropriate staff.
10. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as required.
11. Participates in Library, Divisional, Production Group and Production Team planning activities.

E. DIMENSIONS

Number of Persons Supervised: Direct: \_\_\_\_\_ Indirect: \_\_\_\_\_ 3 FTE \_\_\_\_\_

Number of Students Supervised: Direct: 1.25 \_\_\_\_\_ Indirect: \_\_\_\_\_

**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.

**X** 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.
- 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 Team and Group including Business Team Leader, Acquisitions Production Group Teams and Team Leaders throughout the division. Outside of TSD, primary interactions include staff from Collection Management, ILL, ITD and the mailroom. 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.

### **Physical Working Conditions:**

Normal office environment.

**F. MINIMUM QUALIFICATIONS:**

Academic Level: High School diploma or equivalent required. Bachelor's degree or equivalent desired.

Practical Experience: Five years of relevant experience in a library with a minimum of two years experience in an acquisitions unit. Experience in book trade and publishing practices. Experience in financial operations and procedures such as: accounting, accounts payable, disbursements, and billing highly desirable. Experience with Windows functionality on personal computers for word processing, e-mail, spreadsheets and library integrated management systems required.

Technical Qualifications or Specialized Certifications:

None

Other knowledge, skills, abilities and competencies required: Must have ability to manage tasks in response to varying time pressures with shifting priorities and changing constraints. Strong analytical skills are required. 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, knowledgeable, and personable, orally and in writing with all persons potentially affected by the scope of the work.

Incumbent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Production Group Leader's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's signature: \_\_\_\_\_ Date: \_\_\_\_\_