

**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 2, 2001  
Effective Date: \_\_\_\_\_

**A. GENERAL INFORMATION:**

Name of Incumbent: \_\_\_\_\_ Current Classification: \_\_\_\_\_

Proposed Classification: Library Technician II Descriptive Title: Search/Order Specialist

Supervisor: Order 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 routine searching of orders as well as monograph ordering. Performs file maintenance as necessary. Claims non-received orders. Responsible for managing receipt and distribution of approval and purchase plans for library materials in all formats (including print, non-print media).

**C. ORGANIZATIONAL CHARACTERISTICS**

Member of the Acquisitions Order Team, one of four teams within the Acquisitions Production Group. Reports to the Acquisitions Order Team Leader. The incumbent participates as a member of the Acquisitions Order 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. Searches material request forms in the integrated library system to determine whether a copy already exists in the collection if an order has already been placed. This may also include external online databases.

2. Determines correct vendor selection per unit guidelines, using personal judgement and experience as required.
3. Creates orders on-line. Monitors fund levels throughout the year as they deplete during the order process. Ensures that orders are created in a timely manner.
4. Manages receipt of approval and purchase plan titles. Ensures expeditious unpacking, display and routing of titles. Searches titles in the integrated library system to determine whether a copy already exists in the collection if an order has already been placed to prevent duplication of holdings. Routes duplicates/rejects to the Business Section for return.
5. Maintains on-line claim system for non-receipt of materials. Creates claims for non-received monographic orders on-line.
6. Maintains vendor status reports on-line.
7. Maintains, updates, corrects vendor file information. Inputs new vendor file information.
8. Communicates with selectors as necessary for order clarifications, corrections, returns.
9. Maintains personal searching/ordering statistics.
10. Collaborates with Team Leader and team colleagues to improve service.
11. Serves on appropriate teams and committees to achieve the goals of the unit.
12. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as required.

#### E. DIMENSIONS

Number of Persons Supervised: Direct: 0 Indirect: 0

Number of Students Supervised: Direct: 0 Indirect: 0

#### **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.

  X   No direct staff reports.

#### **Complexity of Work:**

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

  X   **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 many levels of staff within the Production Group, Acquisitions Production Group Teams and Acquisitions Team Leaders. Other interactions include members of library faculty and staff, outside vendors and suppliers.

**Fiscal Responsibility:**

N/A.

**Physical Working Conditions:** Normal office environment.

**F. MINIMUM QUALIFICATIONS:**

Academic Level: High School Diploma or equivalent.

Practical Experience: Three years of relevant experience in an academic or research library. One in an acquisitions unit, desirable. Experience with an automated acquisitions system and automated library system.

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. Must have the ability to take direction well. Evidence of ability to interact collaboratively and work effectively with teams. 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 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: \_\_\_\_\_