

**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: LTIII Descriptive Title: Rush Order/Out of Print 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 obtaining rush and out of print library materials in all formats (including print, microforms, non-print media). Also may perform routine ordering as necessary if required by work flow. Handles the routine processing of gifts into acquisitions from various sources including Gifts-in-Kind office, and branch libraries. 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 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. Make recommendations and implements (in consultation with Order Team Leader) policies, standards, goals and procedures to improve workflow. Contributes to and interprets instructions and procedure manuals.
2. Searches and orders rush and reserves titles as received. Determines most expeditious method of receiving these materials. Uses procurement card or expedited ordering in order to ensure timely arrival of material.
3. Searches and orders out-of-print titles regularly. Searches online data bases, selects vendors and best price and condition for all out-of-print orders. May request ship and bill or use the procurement card as necessary.
4. Manages Acquisitions gift process.
5. Assists with complex ordering and approval plan processes as necessary. Searches and orders routine requests as necessary when required by workflow.
6. 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.
7. Establishes and maintains business relationships with vendors and publishers and resolves order problems.
8. Maintains personal ordering statistics and department gift statistics.
9. Collaborates with Team Leader and team colleagues to improve service.
10. Serves on appropriate teams and committees to achieve the goals of the unit.
11. 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: 2 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.
- 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 including Acquisitions Production Group Leader, Acquisitions Production Group Teams and Acquisitions Team Leaders. Other interactions include members of library faculty and staff, outside vendors and suppliers.

### **Fiscal Responsibility:**

Manages procurement card purchases and purchase logs.

### **Physical Working Conditions:**

Normal office environment.

**F. MINIMUM QUALIFICATIONS:**

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

Practical Experience: Five years of years of relevant experience in a library with a minimum of two years experience in an acquisitions unit. Experience with acquisitions practices and procedures. Experience in book trade and publishing practices. Excellent communication and interpersonal skills. 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 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: \_\_\_\_\_