UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS
POSITION DESCRIPTION

Action requested:

____Establish new position
__*X*_Revised Existing Position
____Updated for files only

Position#:_____
Date revised: March 8,2004_____
Effective Date:_____

A. GENERAL INFORMATION:

Name of Incumbent:_____ Current Classification:_____

Proposed Classification:_Library Technician II Descriptive Title:_Serials Subscription Assistant_

Supervisor:Continuing Publications Team Leader

Library Division/Production Group/Unit:Technical Services/Acquisitions Production Group/Continuing Publications Team

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 the renewal of subscriptions, timely and accurate payments to vendors, evaluating vendor performance, resolving invoicing questions and problems, vendor correspondence, and periodical check-in.

C. ORGANIZATIONAL CHARACTERISTICS

Member of the Acquisitions Continuing Publications Team, one of four teams within the Acquisitions Production Group. Reports to the Continuing Publications Team Leader. The incumbent participates as a member of the Acquisitions Continuing Publications 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 continuing publications. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment.

D. PRINCIPAL ACCOUNTABILITIES:

1. Ensures the renewal of subscriptions and evaluates vendor performance.

2. Investigates and solves difficult problems relating to unidentified invoices, charges, or credits; vendor statements.
3. Corresponds with vendors as necessary to resolve problems relating to subscriptions, duplicate shipments or billings, payment verification, etc.

4. Assists other team members in timely receipt, check-in and routing of periodical materials.
5. Participates in staff training initiatives as necessary in the use of automated serials system.
6. Manages mail and distributes incoming correspondence on a rotating basis with other team members.
7. Maintains statistics as necessary.
8. Continues to acquire new skills, knowledge, and competencies needed to improve work processes, and shares them with the appropriate staff.
9. Makes recommendations and implements policies, standards, goals, and procedures to meet objectives and to continuously improve workflow.
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.

__X_**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; preferably, at least one year of experience in an acquisitions unit. Experience with an automated acquisitions system and automated library system, desirable.

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. Knowledge of accounting and invoicing practices, preferred.

Incumbent's signature:_____ Date:_____

Supervisor's signature:_____ Date:_____

Production Group Leader's signature:_____ Date:_____

Director's signature:_____ Date:_____