



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 09/16  
**FLSA:** Non-Exempt  
**PTO:** COVS

## ***JOB DESCRIPTION***

### ***TITLE***

Acquisitions and Serials Specialist

### ***JOB SUMMARY***

This position performs a variety of technical and administrative tasks to support the purchase, receipt and record maintenance of Library educational materials, including books, videos, films, and other audiovisual media. Responsible for the receipt, check-in and distribution of the library's monograph and serial materials. Monitors open orders. Communicates with internal (faculty and staff) and external (vendors) to clarify status of requests, orders and payments. Oversees all bindery processes for serials, and theses and dissertations using the HF Group Able content management system. Analyzes other library collections in support of the Joint Library Facility initiative. Duties include using library-related computer applications programs, personal computer applications programs and computer equipment on a daily basis. Duties may include supervisory responsibilities. Work is performed under minimal supervision within established policies and guidelines and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures and is based on the accomplishment of defined objectives and the effectiveness of the assigned library functions.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Director of Technical and Access Services

*Supervises:* May supervise student assistants

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Performs acquisitions and processing duties for monographs, serials and standing orders.
- Completes daily processing of serials (journals and continuations) including check-in, routing, and shelving.

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- Assists in maintaining check-in, order, item, holdings, and bibliographic records in the library systems.
- Communicates with publishers, vendors, and binder regarding issues with the receipt of materials.
- Monitors and processes all claims transactions with vendors.
- Organizes and maintains the current periodical collections.
- Prepares and processes TWU Libraries' serials for binding; uses HF Group's Able content management system, oversees pickup and delivery; maintains quality control of shipped items.
- Prepares and sends theses and dissertations to the commercial bindery on behalf of all TWU departments; Upon return, checks them in, oversees quality control, and routes to appropriate academic department.
- Updates bindery information in the library's system and updates reports on binding status for staff.
- Responsible for receiving of all print monographs and print continuations.
- Processes materials by physically attaching barcodes, security tags, property stamps, and date due slips before routing to cataloging.
- Compiles reports and maintains records and statistical data as directed.
- Sorts, organizes and delivers interoffice mail for the libraries.
- Writes and updates documentation related to position responsibilities.

### **ADDITIONAL DUTIES**

- Markets the services of the TWU Libraries.
- Carries out unit-related special projects.
- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree required. Additional job related experience and/or education may substitute for the required education on a year-for-year basis.

### **EXPERIENCE**

Five years previous library or academic experience required. Experience working with desktop computer technology required.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES** - *The following are essential:*

- Knowledge of office practices and methods.
- General knowledge of library operations.
- Excellent customer service skills.
- Accurate keyboarding skills.
- Strong service orientation and desire to help students succeed.
- Ability to perform detailed computer work.
- Ability to supervise students.
- Ability to be flexible and willing to adapt to changes in the library environment.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to perform detailed computer work.
- Ability to use Microsoft Office suite and Google Documents.
- Ability to work in a rapidly changing environment.
- Ability to communicate and work effectively with others both verbally and in writing.
- Ability to supervise student assistants.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use personal computer and office equipment including university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Employee Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***