



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 09/17  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Library Acquisitions Procurement Coordinator

### **JOB SUMMARY**

Responsible for the procurement of library materials in accordance with University and State purchasing guidelines. Primary functions involve processing of financial information and maintenance of purchasing records for library resources and services for all 3 campuses. Works closely with University Procurement in creating requisitions, blanket orders, purchase orders, receipts, and invoicing; collaborates with Office of Technology in regard to Risk Assessments; inputs contract information into library and University systems. Work is performed independently under the supervision of the Acquisitions Librarian with close collaboration with the Assistant Dean, Library Operations and Services. Performance evaluation is based upon completion of assignments and results obtained and is conducted through the University's performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Librarian III - Acquisitions Librarian

*Supervises:* May supervise student assistants

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

- Provides assistance to University Procurement staff in purchasing materials and services for the Libraries through the iProcurement system.
- Accountable for nearly \$2 million in Library expenditures annually.
- Creates, reviews, and submits departmental requisitions for compliance with State and University purchasing rules and guidelines.
- Creates blanket order requisitions for large expenditures with library vendors and monitors the expenditure of the encumbered funds; adds/removes allotments as needed.
- Receives materials and services on University purchase orders.
- Resolves problems with payment and vendor issues.
- Reconciles transactions between the University's financial system and the Library's acquisitions system.

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- Works collaboratively with University Procurement, Contracts, Library Administration, and the Office of Technology.
- Prepares detailed reports on library encumbrances and expenditures.
- Maintains current source file of library vendors and products.
- Trains other staff in University procurement rules and regulations and provides backup support to the Manager, Library Administrative Services.
- Submits requests for electronic product Risk Assessment to the Office of Technology.
- Scans library materials contracts and tracks renewal and invoicing transactions.
- Provides analytical reports to Library Administration for informed decision-making options.
- Assists the Acquisitions Librarian with information and data needs.
- Participates in testing new technology and systems software releases.
- Recommends new procedures and processes to improve the efficiency within the department and other University departments.
- Follows standards and guidelines to ensure quality control.
- Responsive, timely, and professional when working with students, faculty, staff, colleagues, and vendors.
- May train, supervise, and evaluate student assistants.

#### ***ADDITIONAL DUTIES***

- Participates in staff meetings, committee work, activities, and library 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***

Two years library experience required. Experience in an academic library preferred. Previous experience with state agency purchasing highly recommended. Two years of progressively responsible job-related experience preferred.

#### ***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 basic accounting procedures and processes.
- Working knowledge of office practices and methods.
- Knowledge of library and procurement terminologies.
- Computer skills and the ability to adapt to and learn new technologies.
- Accounting and budgeting skills.
- Knowledge of web-based computer technology.
- Detail-oriented skills.
- Skill with Microsoft Office Suite with a strong knowledge of Excel.
- Skill in using Google Drive.
- Supervisory and training skills.
- Ability to ensure that purchasing policies, procedures, and state procurement requirements are followed and that a dependable audit trail is created for all library material and resource expenditures.
- Ability to perform departmental functions using accounting and/or imaging software.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to organize work effectively, prioritize tasks, set goals, and meet deadlines.
- Ability to work as a team member in a collaborative environment.
- Ability to establish and maintain effective work relationships with students, faculty, staff, colleagues, administrators, and vendors.
- Ability to compile reports and analyze expenditure data.
- Ability to assist in the projection of library renewal costs.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to coordinate work with others, providing direct instruction or supervision as assigned.
- Ability to use a personal computer and other office equipment, including related 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:** \_\_\_\_\_

**Employee Printed 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.***