

## Job Description

**Job Title:** Library Acquisitions and Processing Team Leader    **Job Code:** 907018    **Job Family:** Library

**Pay Grade:** JC.15.15    **FLSA:** Non-Exempt    **EEO:** Administrative Support

**Department/Agency:** Library    **Position Number(s):** 102124

**Recommended Position Title(s):** Acquisitions and Processing Team Leader

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:**

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

**Essential Duties:**

- Administers day-to-day purchasing arrangements with the Library's book and audio/visual vendors; implements encumbrances and expenditures of fund transactions; oversees the renewals of subscriptions for periodicals, microfilm, newspapers, and electronic resources, contacting vendors; cancels and updates an annual and real-time database of titles; prioritizes daily work and projects; sets goals of day-to-day operations; resolves ordering/receiving errors and negotiates financial resolutions.
- Researches and identifies vendors for processing materials; works with appropriate vendors based on negotiated discount rate, fill rate, speed of delivery, and the ability to provide additional professional services to ensure excellence in vendor relations.
- Builds and maintains relationships with contracted vendors to maintain terms of contracts; investigates and resolves discrepancies with vendors; oversees and coordinates payment of invoices between Acquisitions and Finance.
- Provides leadership, priorities and workflow for the department; supports the implementation of strategic plan goals and tactics; supports system-wide initiatives, including the work of Information Services and Youth Services committees and programs; shares ideas, addresses concerns, and supports library and county initiatives.

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### **Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

### **Minimum Job Requirements:**

Bachelor's degree in any field of study; one (1) year of experience working in a library environment; one (1) year of experience in acquisitions, purchasing or other related field; and one (1) year of supervisory experience.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Preferred Job Requirements:**

None

### **Education/Experience Substitutions:**

- Yes  No Experience may be substituted for degree.
- Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

Lifting weight: 40 lbs.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.