

MARYLAND STATE LAW LIBRARY
POSITION DESCRIPTION

TITLE:

CLASSIFICATION: LIBRARIAN I
FUNCTIONAL TITLE: ACQUISITIONS/ADMINISTRATIVE LIBRARIAN

GRADE: 13

FLSA STATUS: EXEMPT

MAIN PURPOSE OF POSITION:

This position functions as a professional assistant to the State Law Librarian. The incumbent is responsible for the organization and management of new acquisition orders, continuing subscription orders including claims, cancellations and all gifts and exchange activities. In coordination with the Administrative Office of the Courts Fiscal Unit, the position oversees the maintenance, monitoring and management of the library's financial records, all funded budgetary objects, and assists the Director with budget preparation. The Acquisitions/Administrative Librarian also acts as the library's procurement officer for all supplies, services and equipment and serves as a library liaison with numerous internal and external points of contact. The incumbent additionally serves an oversight function concerning all library personnel related issues and participates in interview panels. Assumes responsibilities of the Director in that person's absence. The work of this position is performed independently with direction from the State Law Librarian.

DUTIES AND RESPONSIBILITIES:

- A. Organization/management of the materials acquisition process.
 - A1. Develops policies/procedures for the various complex activities inherent in the acquisitions process and establishes short and long-term goals and objectives for acquisitions.
 - A2. Develops technical expertise in the acquisitions functions of library automation software used to facilitate these processes. Responsible for implementation and procedure setting for these automated functions.
 - A3. Processes requests for new or supplemental material; processes claims and replacements for missing items.
 - (a.) Reviews requests to verify procedural compliance and that documentation is complete.
 - (b.) Contacts vendors/publishers for publication information.

- A4. Coordinates publisher/vendor information and records.
 - (a.) Processes requests for publication related information coming from internal and external sources.
 - (b.) Reviews frequency and cost of supplementation; tracks and evaluates pricing trends and files reports and with the Director.
 - (c.) Analyzes history of titles; reviews publisher checklists and catalogs to assure currentness of State Law Library collection.
- A5. Manages of the library's gifts and exchange program.
 - (a.) Establishes and reviews proper policies/procedures for solicitation, handling and acknowledging of gifts and the disposition of unwanted duplicates.
 - (b.) Supplies, for internal use, approximate value to those items added to the collection as gifts/exchange.
 - (c.) Maintain exchange agreements and all correspondence relative to exchanges with libraries in the U.S. and makes recommendations.
- B. Responsible, at a secondary level, for maintenance and analysis of the financial expenditures of the State Law Library.
 - B1. Develops and maintains program object account appropriations and expenditures, tracks balances in these objects on a bi-weekly basis.
 - B2. Develops statistical and analytical records and reports of financial data as pertains to the State Law Library's operating budget and year end fiscal inventory.
 - B3. Assists in the annual preparation and justification of the library's budget request.
- C. Plans, coordinates and supervises the purchase of office supplies and equipment needed to maintain the library's high level of service (in conjunction with the AOC Purchasing Unit).
 - C1. Organizes, monitors and requisition for supplies and equipment.
 - C2. Monitors library and office equipment usage and condition, and coordinates equipment maintenance.
 - C3. Maintains a current collection of catalogs for various

supplies/furniture/equipment for use of the incumbent or other library staff.

- D. Organizes the creation and maintenance of the library's records management system as relates to control of all non-depository publications.
 - D1. Processes (receives, verifies, records) new and continuation items received on appropriate holdings records.
 - D2. Plans for the creation and maintenance of accurate and uniform check-in records in an automated serials check-in system, and implements new procedures and methods.
 - D3. Provides assistance to staff and library users regarding check-in and item records.
 - D4. Documents and keeps current all procedures related to this process.
- E. Establishes and maintains a variety of liaison activities with external library contacts in order to facilitate services and operations of the State Law Library. Develops a close working relationship, both orally and via correspondence, with:
 - (a.) sales representatives, subscription agents and their accounts departments.
 - (b.) office equipment/services vendors.
 - (c.) Computer-assisted legal research service vendors.
 - (d.) CD Rom vendors
 - (e.) Appellate court law clerks and appellate court judges' administrative aides.
 - (f.) AOC Fiscal Offices Unit
 - (g.) AOC Personnel Unit
 - (h.) Miscellaneous state/local government agencies.
- F. Provides professional reference/research assistance to inquiries received from library clientele as needed.
- G. Provides supervision for a part-time contractual position devoted to library housekeeping and select book repair activities.

MINIMUM QUALIFICATIONS:

REQUIRED:

EDUCATION: Masters Degree in library/information sciences from an ALA accredited graduate library school, including successful completion of course(s) in legal research.

EXPERIENCE: At least three years increasingly responsible professional level law library experience, including one year with extensive working knowledge of library acquisitions processes and one year in a reference/research position.

EQUIVALENCY: An equivalent combination of education with at least four years of relevant professional experience, two years of which are in library acquisitions/fiscal management.

KNOWLEDGE OF: Principles, trends and practice of professional library work; modern library methods, techniques, equipment and terminology; standard and legal reference materials (automated and print); the law making process found in the three branches of government; the law book publishing industry; current technology as it applies to library public services; serials control and acquisitions; basic bookkeeping and accounting procedures; record keeping techniques; operation of a PC, on-line database searching techniques; procurement policies and methods; administrative organization policies and objectives; leadership, management and human relations skills.

ABILITY TO: Apply professional knowledge to the practical problems of the job; establish and maintain effective working relationships with library users, co-workers and outside business contacts; analyze situations accurately and adopt an effective course of action; work independently with minimal direction; plan and organize work efficiently; communicate effectively both orally and in writing; meet schedules and deadlines; make arithmetic calculations quickly and accurately; train and supervise personnel; prioritize, solve problems creatively and constructively, cope with changing environments and be self motivated.