



Employment Opportunity

Acquisitions Assistant 28 hours per week Central Services, St. Peters, Mo

The St. Charles City-County Library is seeking an acquisitions assistant to support our collection services department. This position plays an integral role in our collection services department by receiving library materials, verifying received materials against purchase orders and reconciling invoices of purchased materials. This position works closely with the acquisitions technician to answer staff questions regarding orders, shipments, cancellations and material defects. The acquisitions assistant will prepare invoices for payment by the business office by using the acquisitions database. This position will maintain and update the standing order spreadsheet, prepare book discussion kits for processing and perform other work-related special projects.

Requirements:

- Basic knowledge of accounting and purchasing practices.
- Basic knowledge of the function and purpose of a public library
- Intermediate level computer skills using Microsoft Office and Google Workspace.
- Intermediate level of data entry skills.
- Attention to detail and ability to perform duties with a high level of accuracy.
- Ability to follow procedures and instructions to perform routine job duties and resolve basic questions.
- High school or GED required. Some college preferred.
- 2 years library or related work experience in accounting or purchasing preferred.

Schedule: Monday through Thursday 8:30am-4:00pm. Some schedule flexibility may be available.

Part time employees enjoy a partial benefit package that includes paid time off and a deferred compensation plan with employer match. Starting rate is \$13.99.

For priority consideration, submit a [SCCCL Application](#), cover letter and resume to any branch, or email application materials to jobs@stchlibrary.org, or send to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376 by the priority deadline of **Monday, July 22, 2024**. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

7/12/24-7/22/24

Description Number: 081
Position Title: Acquisitions Assistant
Salary Grade: 8
FLSA Classification: Nonexempt
Reports To: Technical Services Manager
Revision Date: 11/18/2022

Position Summary

The Acquisition Assistant performs tasks related to the receipt of library materials and supports the daily operations of the department. Duties include verification of materials received against purchase orders and reconciliation of invoices. Works with Acquisitions Technician to answer questions from staff concerning orders, shipments, cancellations or material defects. Refers to standardized policies and procedures for routine tasks, may refer complex questions to the Acquisitions Technician or Supervisor.

Essential Functions

1. Perform tasks related to the receipt of library materials.
2. Audit budget codes on materials received for budget and accounting reconciliation.
3. Prepare and organize invoices for payment by the Finance Office.
4. Notify Acquisitions Technician of shipment errors, shortages or material defects to be reported to the vendor.
5. Maintain and update spreadsheets for standing order and book discussion kit management.
6. Stay current on policies and procedures related to technical services and accounting.
7. Attend library meetings or training programs as required.
8. Perform other related work or participate on special projects as needed.

Duties

1. Inspect all material shipments against purchase orders and process discrepancies.
2. Notify Acquisitions Technician of shipment errors, shortages or material defects to be reported to the vendor. Notify Acquisitions Technician of any errors, shortages and defective materials in the shipment.
3. Create manual invoices using the acquisitions database.
4. Notify Library staff of cancellations, changes, exceptions and status of special projects.
5. Prepare book discussion kits for processing.
6. Sort received items according to the needs of the catalogers to facilitate more efficient workflow in cataloging.
7. Update the Standing Order spreadsheet as needed.
8. Assist with processing duties as needed.

Skills

1. Basic knowledge of the function and purpose of a public library.
2. Basic knowledge of accounting and purchasing practices.
3. Intermediate level computer skills using Microsoft Office products and Google tools.
4. Intermediate level of data entry skills.
5. Attention to detail and ability to perform duties with a high level of accuracy.
6. Ability to use procedures and instructions consistently for performing job duties and resolving questions.
7. Ability to exercise initiative to achieve established goals and directives.

Essential Physical Abilities - Accomplished with or without reasonable accommodation.

1. Ability to lift materials or push or pull carts weighing up to 50 pounds.
2. Ability to reach high or low to review and retrieve materials on shelves.
3. Sufficient clarity of speech and hearing to communicate well with staff and vendors.
4. Sufficient vision to review a wide variety of library materials, written correspondence, and related materials in both electronic and hard copy form.

Education and Experience

1. High school diploma or GED required.
2. Two years' library or related work experience in accounting or purchasing preferred.
3. Prefer completion of two (2) years of college.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.