



JOB DESCRIPTION

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| POSITION TITLE: | Head, Acquisitions & Serials |
| DEPARTMENT : | Library – Collection Services |
| POSITION NUMBER: | PL3061 |
| BARGAINING UNIT: | CUFA |
| STATUS: | Tenure-Track |

GENERAL DESCRIPTION

The HEAD, ACQUISITIONS & SERIALS is a supervisory librarian and part of the Library Management Team, reporting to the ASSOCIATE UNIVERSITY LIBRARIAN, COLLECTION SERVICES.

The HEAD, ACQUISITIONS & SERIALS provides leadership in defining and developing the Library's acquisitions processes. The HEAD is responsible for collection funds management and overseeing acquisitions operations for all library materials so as to ensure that library users have accurate and timely access to library resources in all formats.

The HEAD, ACQUISITIONS & SERIALS is responsible for the management of the Acquisitions & Serials unit which is responsible for continuing resources record maintenance, ordering, receiving, and invoice payments for all library materials.

Responsibilities

1. Ensures that ordering and receiving of monographs, media and other special materials, electronic resources and serials is done in a timely and efficient way.
2. Maintains effective relationships with vendors and subscription agents; monitors and evaluates services.
3. Plans and manages effective record management and control of continuing resources.
4. Plans and manages receiving and payments for all library materials, including fund operations, and liaison with the University's Financial Services and external agents.
5. Is responsible for the supervision, motivation, training, development, work assignment, and performance evaluation of support staff in Acquisitions & Serials; participates in selection

committees and recommends hires for support staff positions. Works closely with the staff supervisor to ensure effective operations and staff training.

6. Works closely with the Head, Cataloguing & Collection Maintenance and the Special Materials Cataloguing Librarian to ensure timely and accurate cataloguing of serials and electronic resources, and with the Electronic Resources Coordinator and Systems Librarians to ensure that access to electronic resources is enabled and maintained.
7. Develops projections to support collection budget development, and prepares statistical and financial information as needed.
8. Works with the Associate University Librarian, Collection Services, and other members of the Collection Services management team, in planning, directing, and evaluating operations and delivery of the Division's services to users and other units of the Library, and ensuring excellent standards of bibliographic control and access to library materials.
9. Works with Information Systems & Technology to ensure appropriate system support and maximal use of systems capabilities for electronic resources access, record maintenance and processing operations.
10. Collaborates with other library divisions and units to ensure that record maintenance and processing policies and procedures support a rich and timely discovery environment for users.
11. Works with other members of the Library Management Team to maintain and promote best practices for library management.
12. Leads or assists with special projects, or other temporary assignments, as required.
13. Participates in Library, University, and external committees, and engages in professional organizations and the development of the profession.
14. Keeps current with changing professional and research expectations, service requirements and developments in academic libraries, especially developments in electronic resources management, serials, acquisitions, technical services and management practices.

QUALIFICATIONS

Professional Expertise

A graduate degree from a library school accredited by the American Library Association, or approved equivalent education and training acceptable for membership in the Corporation of Professional Librarians of Québec.

Minimum of five (5) years professional experience as a librarian.

Minimum of two (2) years professional experience in technical services operations, preferably in an academic library or equivalent.

Minimum of one (1) year of management or supervisory experience, preferably in technical services.

Knowledge of and experience with acquisitions, bibliographic control, and management of electronic resources and serials. Knowledge of contracts, invoicing and financial payments an asset.

Experience with serials and acquisitions functionality in an integrated library system or library services platform. Experience with OCLC WorldShare Management Services an asset.

Knowledge of trends and developments in academic library electronic resource, serial and acquisitions operations, particularly relating to standards and emerging technologies.

Ability to plan, organize and coordinate operations and functions in a library technical services.

Demonstrated success in managing teams; ability to motivate and engage team members towards a common goal.

Experience working in a unionized environment is an asset.

General Competencies

Strong motivation, aptitude and interest to establish student and faculty success as the centre of their professional practice.

Demonstrated project management skills and ability to handle multiple priorities and tasks as well as projects.

Ability to work both independently and collaboratively, share expertise, work in teams and negotiate solutions with diverse groups.

Excellent communication skills. Strong analytical and creative problem-solving skills.

Curiosity, drive and flexibility so as to discover and try new things, in support of Library and University strategic directions.

Oral and written fluency in English is essential. A professional level of oral French and basic written French are required. Reading knowledge of other languages is an asset.

Approved: [Pat Riva]

Date: [September 10, 2019]