POSITION DESCRIPTION

Title: Resource Sharing Manager

Supervisor: Library Director

Classification: Non-exempt

JOB SUMMARY

The Resource Sharing Manager is responsible for the ordering, receipt, invoicing and pre-catalog processing of print and non-print materials for the library’s collection. Requests for materials may come from faculty, staff, students, or library staff. Receiving materials takes place both offline and online in Ex Libris’ Voyager integrated library system. All library-related invoices (collection materials, supplies, equipment, registration fees, etc.) are paid through this office in coordination with the College’s Business Office.

This position is also responsible for daily office management activities including, but not limited to, ordering and receiving office supplies, equipment troubleshooting, distributing mail when student workers are unavailable, and overseeing two photocopy machines. Some supervisory responsibility of student workers is also expected.

Additionally, this person participates in the public services program by providing circulation assistance and reference desk coverage as scheduled, and also participates in the monitoring of the materials budget with the management team. Participation in library-related projects as they arise is expected.

This position reports to the Library Director and actively works with this person to streamline tasks, particularly between acquisitions and cataloging. Together, goals and objectives will be set.

Responsibilities and Duties

Acquisitions

- In cooperation with those responsible for collection development acquire materials, in any format, for the library (including use of Backserv listserv for serials)
- Work closely with faculty in communicating request status(es)
- Properly handle gifts/donations
- Maintain relationships with appropriate vendors and publishers
- Assign all purchases to appropriate funds
- Prepare print materials for cataloging, including stiffening of paperbacks as needed
- Occasionally end process print materials
- Check in serials and/or supervise student workers
- Assist with the bindery operation for periodicals
- In cooperation with the library’s management team, monitor the materials budget and actively participate in fiscal period close
Office Management
- Order all office and library supplies and equipment
- Point person for equipment troubleshooting (liaison for Eastern Copy Products copiers)
- Maintain files and statistics appropriate to acquisitions and office management functions
- Distribute office mail and/or supervise student workers
- Oversee petty cash drawer in acquisitions office and at circulation desk, make deposits, process cash vouchers for staff reimbursements

- Participate in public services program as scheduled and during occasional evenings and weekends
- Participate in projects or other duties as assigned by supervisor

Required Qualifications, Skills and Abilities
- BA plus previous library experience
- Knowledge of libraries and liberal arts education
- Familiarity with automated library systems particularly searching online catalogs
- Familiarity with basic principles of accounting
- Excellent communication skills: oral, written, listening and inter-personal
- Develop and maintain positive working relationships with others, particularly faculty
- Ability to work accurately and efficiently, independently or on a team
- A team player
- Extensive knowledge of computers and knowledge of Excel and Word software
- Ability to handle difficult situations in a professional manner
- Ability to adapt quickly to changes in technology
- Ability to hear, speak, see, and move effectively to perform the required tasks of the position

Hours of Work: 35 hours per week, five days per week plus occasional evening and weekend hours

Signatures:

We understand the statements contained in this document. We further understand that this description can be altered or changed at any time without prior notification and that Wells College reserves the right to change or eliminate any staff position.

______________________________  ________________
Employee  Date

______________________________  ________________
Supervisor  Date

Red’d by Human Resources Office __________