



## Savannah State University Position Description – Library Assistant I

### ***POSITION DESCRIPTION***

Position Title: Library Assistant I (Acquisitions Asst.) FLSA Status: Nonexempt  
Reports to: Library Director  
Department: Library  
Date Prepared: June 2003

### ***BASIC FUNCTION***

This position is charged with maintaining the Voyager System, which maintains all library purchases and requested/ordered materials from throughout the University. This position maintains communications with vendors/distributors, receiving and processing incoming material.

### ***NATURE & SCOPE***

Reporting to the Technical Services Librarian/Library Director, this position maintains and makes adjustments to the Voyager System, which is a key tracking system for the Library. This position follows the policies and procedures manual closely and is constantly updating the system tracking orders, receipts and expenditures.

This position does not supervise others, but is expected to use judgment and work independently. The incumbent is expected to make sound decisions within well-defined procedures and precedents. The incumbent must work in a confidential manner with confidence. The position requires the ability to adjust when it is needed because of changes and daily requirements of the position.

The position is responsible for insuring continued liaisons with assigned suppliers, customers and/or distributors for purposes of exchanging information critical to the successful operation of the Library.

### ***PRINCIPAL ACCOUNTABILITIES***

- Receives orders from vendors and communicates with various vendors
- Checks in all materials for Library Collections utilizing the Voyager Acquisitions module, and accounts for orders eliminating duplication
- Creates purchase order numbers which facilitates materials purchased to be located and processed
- Notifies Librarians when to notify faculty of specific materials ordered, processes materials, contacts distributors and Library Collections

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

Requires two years of college or vocational/technical school.