POSITION: Acquisitions and Collection Development Librarian

STARTING DATE: As Soon as Possible

JOB SUMMARY: The Acquisitions and Collection Development Librarian is a position with a strong service orientation, requires excellent communication and organizational skills, supervisory ability, and technological proficiency. This is a twelve-month position with faculty rank. The position reports to the Library Director.

ESSENTIAL FUNCTIONS:

- Oversee and direct the ordering and receiving of library material in all formats including books, e-books, periodicals in print and online form, audiovisual items, and other electronic products.
- Perform and administer expenditure and other financial reporting for library materials and collection budgets.
- Evaluate and select vendors for the purchasing of library materials.
- Serve as liaison with the University’s Business Office for purchasing of library materials.
- Oversee the licensing process for new and renewing electronic resources, and work with the proxy server and passwords to ensure reliable off-campus access.
- Prepare and analyze statistical reports relating to library acquisitions, adequacy of collections, and other technical service functions.
- Assist with the preparation of library collection-related information and other measures of library effectiveness required by accreditation, state, and federal agencies.
- Develop, implement, and assess policies, procedures, and priorities relating to acquisitions and collection development to ensure standardized operation and timely, efficient workflow.
- Supervise paraprofessionals and student assistants in functions relating to acquisitions and collection management.
- Provide reference service, assistance in the learning commons, and one-on-one library instruction on a rotating schedule with other librarians.
- Teach courses in information literacy as assigned, and prepare instructional materials for classes and students as needed.
- Serve as an electronically embedded librarian for selected courses in the curriculum.
• Serve as library liaison to one or more academic departments as needed.
• Serve on appropriate university, regional, and state-wide committees.
• Engage in professional development to enhance skills and remain abreast of trends and new technologies in library acquisitions, collection development, and other library-related work.
• Some evening and weekend hours may be required as needed.
• Demonstrates flexibility and adaptability to changing work scope and tasks based on need.
• Actively works towards building cooperative and collaborative relationships with peers and internal faculty and staff.
• Maintains “open door” to internal and external customers.
• Identifies opportunities for improvements to work practices and offers viable solutions for implementation.
• Proactively engages in problem solving related to tasks in this position with internal and external people.
• Routinely practices self-monitoring by assessing self to make improvements or take corrective action to improve performance.
• Completes other tasks as assigned.

QUALIFICATIONS REQUIRED:

• Master’s degree from an ALA-accredited program.
• Demonstrated recent experience with library acquisitions work.
• Demonstrated budget management experience.
• Experience with word processing and database software.
• Excellent written, oral, and presentation communication skills.
• Familiarity with integrated library system software.
• Ability to work successfully in a collegial environment.
• Ability to plan and direct activities, handle multiple projects, and meet deadlines.
• Ability to investigate and embrace new and changing developments in the academic library environment.

QUALIFICATIONS PREFERRED:

• Recent reference service experience in an academic library.
• Experience with library instruction in an academic setting.
• Coursework in business and/or computer science.
• Familiarity with OCLC Worldshare Management System

UNIVERSITY INFORMATION:

Athens State University is a public institution, governed by an autonomous Board of Trustees, charged with service to the graduates of state junior, community and technical colleges/institutes. Currently Athens State University is one of the few institutions in the country to offer only upper-division (junior and senior) and graduate programs. University students are typically transfer students from two-year schools in the Postsecondary Education System in the State of Alabama and adult students returning to
higher education for degree completion. Enrollment hovers around 3,000 students, consisting primarily of non-traditional students, averaging thirty years of age with two-thirds being female. Courses are offered in a variety of formats and students often maintain full time employment and family obligations while enrolled part time.

The University offers 34 baccalaureate degree programs and four master’s degree programs, with more in the approval process. In addition, the University offers 57 minors, 21 concentrations and 17 certificate programs within three colleges. The University is accredited by the Southern Association of College and Schools Commission of Colleges to award bachelor’s and master’s degrees. The College of Education is accredited by the National Council of accreditation of teacher education (NCATE). The College of Business is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Athens State University is approved by the Alabama State Department of Education for the training of elementary, secondary and postsecondary school teachers. The BS in Computer Science degree program (excluding the concentration in Information Security) is accredited by the Computing Accreditation Commission of ABET.

**SALARY:**

Salary Band: N297  
To view salary schedules visit: [https://www.athens.edu/human-resources/salary-schedule-tables/](https://www.athens.edu/human-resources/salary-schedule-tables/)  
Salary will be Commensurate with experience and qualifications.

To view details or to apply, visit: [https://jobs.athens.edu/postings/](https://jobs.athens.edu/postings/)

The position will remain open until filled.

In accordance with Athens State University Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from that criminal background check.

**Athens State University participates in the E-Verify system to verify employment eligibility for all newly-hired employees.**

Non-Discrimination Policy Statement Athens State University, as an equal opportunity/affirmative action institution, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Athens State University does not discriminate on the basis of race, color, national origin, age, marital status, gender, gender identity, gender expression, pregnancy, sexual orientation, disability, religion, genetic information, or veteran status in employment, or admissions to or participation in educational programs and activities. Inquiries or concerns may be addressed to the Office of the Vice President of Enrollment and Student Support Services, 300 N. Beaty St., Athens, AL 35611, 256- 233-8175.