



Job Title: **Acquisition Specialist**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 17

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to perform para-professional tasks in the acquisition, processing, and distribution of media materials and equipment for the District School Board's educational media program.

ESSENTIAL JOB FUNCTIONS

- Supervises the maintenance of active requisitions and purchase order files, initiates follow-up action when and where appropriate, and confers with school officials regarding requisition status.
- Plans, coordinates, assigns, and prioritizes the work of others; monitors productivity to maintain efficiency and quality of work.
- Authorizes and certifies shipments of library media materials and equipment and cross-references with purchase orders and requisitions as control documents.
- Oversees the maintenance of school project funding and accounts of expenditures; maintains budgetary records by school coding.
- Initiates and controls correspondence between acquisition center and vendors to correct shipment deficiencies.
- Closes out requisition and purchase order files, advises initiator of funds expended, and prepares receiving notices to Finance Department for further processing.
- Orders and transfers materials.
- Receives, consolidates, and processes all requisitions and bulk shipments of periodicals by sourcing, carding, cataloging, and labeling; maintains posting of periodicals ordered to account for funds expended and to control receipt and dissemination of material.
- Assists in the organization or reorganization of libraries by performing technical processing of files, books, and audio-visual materials.
- Maintains various records and reports; processes new acquisitions by sourcing, carding, cataloging, labeling, and marking.
- Weeds collection in accordance with pre-determined guidelines, removes outdated materials and cards, and supervises the disposal of withdrawn items.

- Monitors and communicates policies, procedures, and standards for the department to maintain internal accuracy in the procurement, acquisition, and distribution of media equipment and materials.
- Signs documents to approve or ensure information adequacy, accuracy, and legitimacy.
- Organizes and coordinates assigned projects' logistics and resources to meet all deadlines and maintain quality.
- Participates in budget development and administration for the procurement of media equipment and materials and recommends changes in operational policies.
- Oversees the textbook inventory and technology renewals.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED or other equivalent.
- Associate Degree preferred or equivalent from a two-year college or technical school with major course work in Library Science.
- Two (2) years of responsible experience as a Library Media Clerk or primary assistant to a Media Specialist.
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of standard office practices, procedures, and equipment.
- Requires the ability to display knowledge of bookkeeping methods and principles.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and/or standard report generation.
- Requires the ability to display knowledge of records management principles and practices.
- Requires the ability to develop work schedules, evaluate work performance, and provide feedback to subordinates.
- Requires the ability to display knowledge of library terminology, processes, procedures, techniques, materials, and tools.
- Requires the ability to display familiarity with the Dewey Decimal Classification System.
- Requires the ability to display knowledge of methods and procedures for cataloging and indexing of reference materials for conducting bibliographic searches.
- Requires the ability to develop effective work methods and procedures.
- Requires the ability to plan, organize, and supervise the work of clerical subordinates performing a wide variety of tasks.
- Requires the ability to make decisions in accordance with applicable laws, regulations, and policies.
- Requires the ability to perform basic accounting and budgetary functions.
- Requires the ability to organize materials in accordance with the Dewey Decimal Classification System.
- Requires the ability to catalogue and index of reference materials for conducting bibliographic searches.

- Requires the ability to display knowledge of the application of modern accounting and office methods and practices.
- Requires the ability to display knowledge of basic procurement methods and procedures.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: speaking, performing repetitive motion, visual acuity, talking, reaching, pushing, pulling, hearing, medium work, and fingering.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: