THE UNIVERSITY OF ALABAMA LIBRARIES

Department Head, Acquisitions

RESPONSIBILITIES:
The University of Alabama Libraries seeks a dynamic, experienced, innovative manager to lead the Acquisitions Department in the Libraries. The incumbent will provide leadership in the department and will collaborate with departments and units throughout the Libraries. Functions include, but are not limited to, ordering, claiming, cancellations, and payments in the role of managing the finances and expenditures of the collection budget. The manager supervises 6 FTE and reports to the Associate Dean for Research & Instruction. Responsibilities include:

• Managing expenditures and financial reporting for the University Libraries collection budget.
• Acting as the primary contact for non-Acquisitions faculty and staff who have acquisitions related questions.
• Collaborating with the Electronic Resources Librarian on acquiring electronic resources in all areas.
• Establishing work processes/procedures within and between department and other units/departments, including collaborative work, to assure that work is done efficiently and in a timely manner.
• Establishing department priorities and goals to ensure timely processing of orders, invoices, cancellations and other assigned work.
• Compiling and analyzing monthly and annual statistical information.
• Working with vendors to assure understanding of ordering procedures and the processing of orders efficiently and in a timely manner.
• Developing and implementing training for staff on new procedures and policies.

REQUIRED QUALIFICATIONS: MLS/MLIS degree from an ALA accredited program or equivalent. Additional graduate degree in business or accounting preferred. Three to five years of progressive responsibilities with acquisitions or related purchasing. Understanding of and experience with fund accounting. Knowledge of and/or experience with Banner. Excellent organizational skills and an ability to manage time and set priorities. Demonstrated leadership of teams and with innovative use of resources and emerging technologies; demonstrated experience managing, supervising and motivating staff; ability to facilitate change; effective oral, written and interpersonal skills. Demonstrated ability to work collaboratively and cooperatively with a diverse range of colleagues. Enthusiasm for an innovative and evolving work environment. Proficiency with creating and manipulating spreadsheets.

PREFERRED QUALIFICATIONS: Advanced degree in accounting or business. Three to five years progressively responsible experience in an academic or research library. Experience in library technical services. Track record of professional involvement in associations and organizations related to library acquisitions. Budgeting, compiling and reviewing acquisitions data for decision making. Knowledge of accounting principles with respect to library acquisitions. Experience with the Voyager acquisition system or another ILS system.


SALARY/BENEFITS: 12-month tenure track appointment. Rank and salary commensurate with qualifications and experience. Strong benefits including professional development support and tuition fee waiver. Substantial moving allowance may be available.

TO APPLY: Applications are accepted online only at https://facultyjobs.ua.edu Please include names, email addresses, addresses and phone numbers for three (3) professional references.

Applications received by December 15, 2013 are assured of receiving full consideration.

THE UNIVERSITY OF ALABAMA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER