

Georgia Southern University

Digital Commons@Georgia Southern

Library Job Descriptions

Administrative Documents and Official Records

2014

Library Technical Assistant (Acquisitions & Continuing Resources)

Georgia Southern University, Zach S. Henderson Library

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/lib-jobs>

Recommended Citation

Georgia Southern University, Zach S. Henderson Library, "Library Technical Assistant (Acquisitions & Continuing Resources)" (2014). *Library Job Descriptions*. 17.
<https://digitalcommons.georgiasouthern.edu/lib-jobs/17>

This job description is brought to you for free and open access by the Administrative Documents and Official Records at Digital Commons@Georgia Southern. It has been accepted for inclusion in Library Job Descriptions by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

Name: Brittney Lewis

Position Number: 10011635

Classification Title: Library Technical Assistant

Library Title: Library Technical Assistant (Acquisitions & Continuing Resources)

Library Department: Collection and Resource Services

Description: Under the supervision of the Continuing Resources Librarian, the Library Technical Assistant for Acquisitions and Continuing Resources handles budgetary and accounting functions for the library materials budget and manages the daily operations of the Continuing Resources team. The position involves resolving complex procedure problems; preparing budget reports; training staff; and coordinating and supervising special projects.

Duties:

- Performs accounting and bookkeeping functions related to management of library materials budget.
- Maintains a spreadsheet of annual expenditures coded by account and resource type to facilitate budget reports and statistics for the department.
- Prepares routine reports related to the library materials budget including expenditure and forecasting reports.
- Collects statistical data related to library materials expenditures for required internal and external reports.
- Maintains library accounts in Alma and assists with annual account rollover process.
- Manages multiple vendor deposit accounts and provides reports regarding account balances.
- Purchases library books and other physical materials through Alma purchase request system.
- Oversees check in of new resources and handling of invoices.
- Submits invoices to university accounting for payment.
- Matches invoices with university accounting ledger to ensure proper payment.
- Communicates with university accounting and purchasing personnel regarding library expenditures.
- Records paid invoices using Alma as well as a spreadsheet software.
- Prepares monthly credit card statement and submits to Procurement.
- Supervises the Continuing Resources Assistant and answers procedural questions as needed.
- Trains departmental staff in Alma and new routines (and/or procedures and changes).
- Resolves complex data-creation and procedural problems.
- Assists in performing essential duties of absent staff members.
- Consults with Continuing Resources Librarian regarding procedure and policy matters.
- Coordinates and supervises special projects.
- Performs all other duties as assigned.

Revised: 10/28/19