

University of Houston – Clear Lake

Position Description

Job Title: **Library Associate - Monographs**

Job Code: **5422**

Pay Grade: **120**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree.	Accounting courses.
Experience	Two years work experience in library environment.	Library work experience related to acquisitions.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The incumbent is responsible for the pre-order searching, verification, ordering, receiving and payment activities for all library books. The incumbent maintains all related budget records for a book budget of approximately \$230,000. The person in this position provides budget information and annual report data to the supervisor.

Duties and responsibilities	% Time
Processes book orders, performs bibliographic verification and completes any information required for order placement. Places book orders; selecting the most appropriate vendor based upon material type. Keeps tracking statistics for monthly reports.	35
Receives materials, verifies and distributes for processing. Corrects any errors encountered.	30
Responsible for entering and updating information in two accounting systems (university and library systems). Tracks encumbrances in the PeopleSoft, verifies accounting reports in PeopleSoft.	20
Generates purchase order encumbrances and prepares purchase order vouchers. Keeps all procedures documented and current in the online procedures manual. Enters brief bibs and/or order records for gifts added to the system. Other duties as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.