



# Acquisitions Technician

## (Library Technician 3)

**Department:** Hamersly Library  
**Salary Range:** \$2769 - \$4175 monthly  
**Class:** C0302 **Recruitment #:** S1708  
**Review Date:** Review of applications begins immediately. Position open until filled.

This is a regular, full-time, 12-month position in the Hamersly Library and is represented by the Oregon Public Employees Union/Service Employees International Union. The Hamersly Library is a major unit in Academic Affairs at Western Oregon University with the mission of providing educational support collections and services to students, staff, and faculty.

### QUALIFICATIONS

#### Required:

- Bachelor's degree plus two years of current (within 5 years) experience in a library **OR** four years of current library experience
- Advanced proficiency in a library specific computer application (e.g. integrated library systems, database applications, institutional repository, content management systems)
- Accurate keyboarding skills, working knowledge of personal computers, and of the Microsoft Windows operating system
- Proficiency with E-mail, Web browsing applications, and word processing and spreadsheet applications
- Proficiency in written and spoken English
- Excellent written and spoken communication skills
- Demonstrated ability to manage multiple tasks, adapt to evolving technology, and exercise sound judgement in applying policies/standards
- Demonstrated ability to complete detailed work accurately and efficiently with minimal supervision

#### Preferred:

- Reading knowledge of at least one Western European language other than English
- Knowledge of HTML and experience with Web authoring/publishing and/or computer programming
- Recent experience with library cataloging using OCLC and other integrated library systems

***We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.***

### DUTIES AND RESPONSIBILITIES:

- Process orders for library materials
- Receive firm orders, standing orders/continuations, gifts approved by selectors and depository shipments
- Maintenance of Library Catalog Acquisitions and Electronic Resources module
- Cataloging of complex, non-routine materials and government documents in all formats including original cataloging
- Create and analyze lists of serials and standing orders for cancellations projects; compare licensed titles to subscribed titles for serials cancellations or additions
- Process invoices for subscriptions and standing orders
- Develop and maintain acquisition-related procedural documentation
- Collection and maintenance of vendor and electronic collection records
- Various administrative and reference duties, and special projects, as assigned.

### WORKING CONDITIONS:

- Average weekly exposure to microcomputer/VDT operations (30-35 hours)
- Regularly maneuver book trucks loaded with up to 50 pounds of library materials
- Requires frequent climbing of stairs, bending, stretching, and lifting in order to carry library materials from one level to another
- Requires frequent face-to-face contact with students, faculty, staff, student employees, and the public

## APPLICATION PROCESS

You may submit all materials online at [www.wou.edu/classified](http://www.wou.edu/classified)

### Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at [www.wou.edu/classified](http://www.wou.edu/classified))
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Unofficial copy of transcript for highest degree earned

*As an alternative, you may submit application materials to:*

**S1708, Acquisition Technician**, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to [employment@wou.edu](mailto:employment@wou.edu); **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer  
committed to increasing the diversity of its workforce.**