

## **ACQUISITIONS LIBRARIAN – Job ID# 31770**

The University of Missouri Libraries (Columbia, MO) have an immediate opening for an Acquisitions Librarian. Primary function is to administer and provide leadership for the Acquisitions unit of Acquisitions, Collections, and Technical Services (ACTS), in University Libraries.

### **Description of Duties:**

- Oversee the purchase and licensing of all materials, via physical or online, under the Libraries' GRA for Collections according to University policies and guidelines. Including the expenditure, processing, payment, and reconciliation of the collections' budget.
- Create and communicate reports as requested regarding expenditures, accounting, and budgets.
- Oversee the purchase of materials on gift funds according to endowment restrictions.
- Coordinate with subject librarians on selection and collection development matters such as review, withdrawal, duplication, expansion, etc.
- Hire, train, and supervise the staff responsible for purchase and receipt of all materials which are either serials, one-time purchases, gifts, or government documents.
- Represent MU at state and national collections meetings.

### **Required Qualifications:**

A master's degree in Library Science from an ALA accredited program is required.

Knowledge about: collection development principles and processes, the domestic and foreign book trade, including current developments and trends; fiscal management principles; basic elements of bibliographic control; and, the various acquisitions systems.

### **Preferred Qualifications:**

Potential to provide creative and dynamic leadership. Strong service orientation. Excellent analytical and problem-solving skills. Strong MS Office skills including expertise in Excel. Strong interpersonal skills, including the ability to establish and maintain effective working relationships with staff at all levels, vendors, faculty, donors, and others. Ability to work with others in a collaborative team environment, with a participative management style. Initiative, flexibility, and the potential to excel in a rapidly changing environment.

Willingness and ability to gain broad insights into technical services processes in general. Strong oral and written communication skills. Demonstrated involvement in professional organizations at a regional or national level.

**Compensation:** Salary and librarian rank will be commensurate with experience. Negotiable from \$50,000.

**To Apply:** Apply online at <http://hrs.missouri.edu/find-a-job/academic> with **Job ID 31770**. A cover letter, contact information for three references and CV must be uploaded through the brief

online application. Preference for applications received by November 10, 2019. Applications will be accepted until the position is filled.

The University Libraries are an open, active, and accessible learning environment, a hub for global information, and a secure repository for scholarship. We value freedom of access, diversity and inclusion, service to our community and state, and responsible stewardship. We seek candidates who share these values, who are active leaders engaged in the pursuit and discovery of knowledge and the advancement of education, and whose work will reflect a strong commitment to advance the teaching, research, and services programs of an engaged public University.

**Benefit Eligibility:** This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>.

This position holds non-tenure track faculty status (NTT) and will be hired at the appropriate rank of Librarian or Archivist. For information regarding title and rank, please review the MU Libraries' Librarian and Archivist Governance Document found at [http://library.missouri.edu/staff/wp-content/uploads/sites/3/2014/02/Governance-Document\\_rev2014.pdf](http://library.missouri.edu/staff/wp-content/uploads/sites/3/2014/02/Governance-Document_rev2014.pdf).

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### **About Mizzou, the campus, the Libraries, and community**

Columbia, Mo., is known as an ideal college town, combining small-town comforts, community spirit and low cost of living with big-city culture, activities and resources. Home to nationally renowned public schools and other colleges and educational centers, Columbia is packed with restaurants and entertainment venues and hosts more than a dozen annual cultural festivals.

The University of Missouri was founded in 1839 in Columbia, MO, as the first public university west of the Mississippi River and the first state university in Thomas Jefferson's Louisiana Purchase territory. Today, MU is a \$2.2 billion enterprise and an important investment for the state and nation.

MU provides all the benefits of two universities in one: It's a major land-grant institution with a statewide mission of service to citizens and Missouri's largest public research university. Considered one of the nation's top-tier institutions, Mizzou is one of only 34 public universities, and the only public institution in Missouri, to be a member of the Association of American Universities (AAU). The MU Libraries belong to the Association of Research Libraries (ARL), the Greater Western Library Alliance (GWLA), and the statewide MOBIUS consortium.

The state's most comprehensive university, MU offers more than 300 degree programs through 18 colleges and schools. Many departments also work closely with the University Extension program to bring the benefits of research to Missouri citizens. The University of Missouri has a statewide network of 10 research parks and business incubators, each designed to help faculty,

entrepreneurs and businesses collaborate to move innovative research to the marketplace, and the Mizzou Advantage program encourages innovative interdisciplinary collaboration.

Mizzou has a diverse enrollment with 35,000 students from every county in Missouri, every state in the nation and 120 countries. The fall 2015 student body includes Mizzou's largest number of high-achieving students who scored a 30 or higher on the ACT, the state's biggest international student enrollment and a record number of students from minority groups. MU's nationally prominent faculty bring discoveries into the classroom, publish more than 1,600 books and scholarly articles each year and spend about \$237 million annually on scientific research. The National Science Foundation has recognized MU as one of the top-10 universities in the country for undergraduate research opportunities. Mizzou graduates more than 8,000 students annually, granting 27 percent of all bachelor's degrees, 23 percent of master's degrees and 62 percent of all doctoral degrees earned at Missouri's public universities.

Located in central Missouri with easy access to St. Louis and Kansas City, Columbia, MO is consistently ranked one of America's best places to live because of its excellent quality of life.

For more information on the University of Missouri and the Columbia area, please visit the following:

University of Missouri – <http://missouri.edu/>

University Libraries – <http://library.missouri.edu/>

Special Collections and Rare Books – <http://library.missouri.edu/specialcollections/>

University Archives – <http://muarchives.missouri.edu/>

Columbia Convention and Visitor's Bureau – <http://www.visitcolumbiamo.com/>

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**MU Diversity Commitment:** The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery, and excellence.

**Equal Employment Opportunity:** The University of Missouri is an equal access, equal opportunity, affirmative action employer. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-882-5835.

EEO IS THE LAW

To read more about Equal Employment Opportunity (EEO) please use the following links:

EEO is the Law [English Version](#)

EEO is the Law [Spanish Version](#)

EEO is the Law [Chinese Version](#)