

Job Description
Library Staff Positions

Resource Acquisitions Specialist, Sr.

Employee Name	TBD
Department or Unit	Resource Acquisitions
Division	Access and Resource Services
Campus Job Classification / Title	Library Specialist, Senior (Resources Management)
Campus Job Code	NC04
Campus Pay Grade	228
FTE [Percentage of Time]	1.0 (40 hours)
Type of Appointment	Ongoing
FLSA Status	Non-Exempt

This is a Non-Exempt position. Employees in this position are paid an hourly pay rate, on a bi-weekly basis, and are eligible to receive overtime pay for any hours worked over 40 in a work week.

Name of Direct Supervisor	Whitney Bates-Gómez
Supervisor’s Library Job Title [Functional]	Head, Resource Acquisitions
Supervisor’s Campus Job Classification	Librarian / Faculty-Equivalent

University Job Summary Statement

Performs complex resource management operations (e.g. acquisitions, serials or preparing materials for binding), using specialized knowledge of the book trade, online databases, microcomputer applications, complex reference tools, and/or foreign languages.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

Library Position Summary

Reporting to the Head of Resource Acquisitions (RA), the specialist is responsible for serials maintenance processes and procedures that control the information about and access to Woodruff Library’s print serials collection serving patrons from all campuses. These responsibilities include timely and accurate tracking of information in applicable software programs, cataloging, problem solving, receiving and subscription maintenance, which ensure serials bibliographic content, and holdings data quality is consistent, reliable and provide effective access for the support of teaching, learning and research. Over time, responsibilities for managing electronic serials will grow as print subscriptions are reduced.

Type of Supervision Received

This position reports to the Head of Resource Acquisitions who provides general guidance and specific task assignments. Individual performance is informally reviewed on a regular basis and formally on an annual basis, progress toward unit and professional goals is a key component of performance evaluation process.

Type of Supervision Exercised

The specialist does not supervise librarian or staff employees but does supervise student employees. The number of students supervised ranges from 1 to 3 and represents up to 1.5 FTE.

Key Responsibilities & Duties

- **Receiving and Binding:** Serves as a primary expert in library services platform serials subscription records, applying specialized knowledge of print resource cataloging and maintenance, serials copy cataloging, for other RA team members and Emory Libraries staff within and beyond Resource Services. Performs essential tasks throughout the print serials lifecycle
- **Electronic Resources:** Ensures continuous access and authentication to electronic journals, databases, streaming video and other materials acquired digitally by coordinating with staff at other campus libraries and liaising with Core Systems (internal), vendors and publishers as necessary.
- **Student Supervision:** Responsible for recruitment, hiring, orientation, training, reviewing time and attendance, and evaluating performance of student employees.

University Minimum Required Qualifications

A bachelor's degree in a related field. Three years of related experience in print serials or electronic resources OR equivalent combination of experience, education, and training.

Library Required Qualifications

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

- **Collaboration and Connection:** Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.; commitment to diversity; capacity to adapt and thrive in an ambiguous, future-oriented environment.
- **Time Management:** Evidence of demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- **Technical Skills:** Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.

Library Preferred Qualifications

- Experience in an academic or research institution library.
- Experience with print serials management, especially knowledge of print serials cataloging.
- Experience in supervising and managing student employees.
- Experience with library ERMs and/or bindery systems (e.g. ABLE)
- Experience with electronic resources management with a technical services perspective.

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<i>EL-HR Review</i>	<i>Krystal S. Rambus</i>
<i>DATE</i>	<i>March-2026</i>