

**JOB INFORMATION**

Effective Date	2/1/2022
Job Title:	Library Associate (Serials)
Salary Grade/Structure:	
Career Level Name:	
FLSA Name:	Non-Exempt
Job Summary	The Library Associate - Serials is responsible for receiving, processing, maintaining and updating the bibliographic, order, and holdings records for print serials in the online library system. Creates PO encumbrances and voucher payments in Peoplesoft financial system; tracks outstanding invoices for materials ordered and received, and posts invoices in the online library system. Manages the library's binding program.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Bachelor's Degree or equivalent combination of education and related work experience.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Three years of progressively responsible clerical/office support experience.	Required	or
Less than 3 yrs	Training or courses in accounting and/or bookkeeping. Library experience in serials unit with an automated library system. Experience with Excel spreadsheet.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Sensitivity to apparent and non-apparent problems (data error awareness and data reconciliation awareness).	Proficient
• Excellent computer and data entry skills with a high degree of accuracy using Microsoft Office.	Proficient
• Must possess strong written and verbal communication skills.	Proficient
• Ability to organize and track numerous activities.	Proficient
• Ability to be self-motivated and work well with staff.	Skilled
• Ability to work independently with high degree of accuracy.	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Creates purchase order encumbrances and voucher payments for resource and service subscriptions in financial system ensuring prompt payment and strict compliance with campus-wide accounting policies.	30%
• Receives, processes, and maintains subscription in the online library system. Files claims online through vendor ordering platform, also by email or phone.	20%
• Creates, edits, updates online records of serial holdings using holdings standards such as CONSER in online library system and other resource sharing utilities.	15%
• Prepares and packs journal issues and submits in the bindery software on an established schedule. Contacts vendor to schedule pickup.	5%
• Maintains effective relationships with vendors and subscription agents. Updates vendor information in financial system to ensure resources are renewed promptly.	10%
• Participates in projects for serials, including acquiring, processing, classifying, post migration cleanup and deselection.	5%
• Participates in workflow effectiveness research and professional development through continuing education.	5%
• Sorts incoming mail and distributes to appropriate departments. Attaches postal expenditure form to outgoing mails.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description
0%	