



VACANCY ANNOUNCEMENT

Library Specialist II

(Serials Manager)

Greenwood Library

Full-time, Classified, Non-exempt (Position #000219)

Longwood University invites applications for the position of Library Specialist II in the Greenwood Library. Responsibilities will include maintaining the library serials collection and standing orders, including acquisition, cataloging, and preservation of periodicals and standing orders.

RESPONSIBILITIES:

- Order, process, and claim all library serials and standing orders;
- Maintain serial bibliographic and holdings records in the library's Integrated Library System (ILS);
- Update local holdings for serials in OCLC database;
- Catalog serials and standing order titles according to standard guidelines;
- Supervise/participate in the collection and processing of bindery materials;
- Track online accessibility of serial titles through vendor's database;
- Maintain communications with serials and standing orders vendors;
- Order and catalog monographs and audiovisuals.

- **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong organizational and analytical skills;
- Strong communication skills;
- Ability to work in a computerized work environment;
- Strong computer skills including Office Word and Excel ;
- Familiarity with cataloging and MARC21;
- Detail-oriented;
- Ability to lift and push up to 50 lbs.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalency required;
- Bachelors degree or equivalent training or experience preferred;
- Experience with acquisitions, cataloging or serials strongly preferred.
- Experience with Innovative's Millennium (ILS) strongly preferred.

Pay Band 4, minimum starting salary \$31,352 with exceptional Commonwealth of Virginia benefits. A complete Commonwealth of Virginia employment application and a successful criminal background check is required. Position is open until filled with a minimum five-day posting period. To apply, submit completed Commonwealth of Virginia application, <http://www.longwood.edu/hr/FormsEMS/stateapp031309.doc> (indicate position #000219) to:

Human Resources
Longwood University
201 High Street, Suite 212
Farmville, VA 23909
Ph: (434) 395-2074 / Fax: (434) 395-2666
Email: humres@longwood.edu

A diversified workforce is an important part of our strategic plan. EOE/AA (01/11/2010)