



PITTSBURGH THEOLOGICAL SEMINARY ACQUISITIONS AND SERIALS LIBRARIAN JOB POSTING-JULY 2021

POSITION SUMMARY:

Pittsburgh Theological Seminary is accepting applications for an entry level **Acquisitions and Serials Librarian** in the Barbour Library.

While reporting to the Head of Technical Services, the Acquisitions & Serials Librarian (ASL) this role manages all activity in ordering and receiving materials in all formats via firm order, standing order, approval plans, and subscriptions. Major responsibilities include developing acquisitions policies and procedures, ordering and receiving library materials (both physical and digital formats), processing invoices, monitoring library budget expenditures, basic cataloging, and running reports and maintaining statistics for the Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages all ordering, receiving, and processing of library materials
- Receives orders and processes invoices for other library budget expenditures, including office supplies, educational programming, and professional development
- Monitors all library budget expenditures and compares the general ledger account transactions to library transaction reports
- Maintains statistics as requested by the Head of Technical Services and Library Director
- Develops and regularly updates policies and procedures for position in consultation with the Head of Technical Services and the Library Director
- Develops professionally and stays current in best practices for job responsibilities by attending conferences, reading library literature, participating in webinars, etc.
- Serves on seminary committees as approved by the Library Director
- Participates in reference desk rotation and provides circulation desk coverage when needed (which may include opening or closing the library) – some evening and weekend hours may be required
- Performs other professional duties in support of library services, programs, and operations as assigned by the Library Director

QUALIFICATIONS / REQUIREMENTS:

- Commitment to providing responsive and innovative services in a post-graduate, theological school
- Excellent reading, writing, grammar, and mathematics skills
- Excellent interpersonal relations and communication skills
- Ability to work independently and as part of a team
- Proficient analytical and decision-making skills
- Demonstrated management and supervisory skills



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- Demonstrated knowledge of library automation systems, preferably SirsiDynix Symphony/BLUEcloud
- Demonstrated knowledge of general Microsoft Office applications and other library software
- Demonstrated knowledge of GOBI Library Solutions preferred
- Ability to apply current technologies and trends in academic libraries to job responsibilities
- Visual and auditory skills
- Ability to bend, stoop, sit, stand, reach and lift up to 25 lbs.

EDUCATION/TRAINING/EXPERIENCE:

- Masters in Library Science (MLS) or equivalent from an American Library Association (ALA) accredited program required
- Minimum two (2) years' experience in related positions preferred
- Theological education and/or experience in an academic theological library preferred

JOB LOCATION:

616 North Highland Avenue, Pittsburgh, PA 15206

EQUAL EMPLOYMENT OPPORTUNITY:

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state, and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion, or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job related disability, or any other classification protected under applicable law.

FULL TIME POSITION

This position is full time and works 40 hours per week. Benefits include: 403(b) (retirement plan), paid time off including vacation, personal and sick time. Medical, dental, and vision benefits are also available.

TO APPLY:

Interested candidates should provide a cover letter, resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the Acquisitions Librarian Search at careers@pts.edu.

We will begin review of applications as they are received. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.

INSTITUTION SUMMARY:



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Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares students for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is denominationally diverse, consisting of Presbyterians, United Methodists, Baptists, Anglicans/Episcopalians, Orthodox, Lutherans, and representatives of a number of other traditions plus nondenominational students.

In 2015, the Seminary successfully completed a \$26 million capital campaign. These funds were used to introduce a reimagined master's-level curriculum, fully renovate the Clifford E. Barbour Library, make other improvements to the physical campus, endow resource programs in urban ministry and world mission, establish the Center for Writing and Learning Support, develop ecclesial partnerships, and invest in new key personnel. All these initiatives reinforced the Seminary's commitment to collaboration, access, resources, and diversity. The Seminary remains committed to key initiatives from the 2020 Strategic Plan, including becoming an antiracist institution, expanding program delivery, and increasing denominational partnerships and engagement, as well as advancing the institutional master plan.