

Resource Acquisitions Lead (4445C), Library
Administration - 80978
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262204>

Downloaded On: Sep. 9, 2025 9:20pm

Posted Sep. 8, 2025, set to expire Jun. 30, 2026

Job Title	Resource Acquisitions Lead (4445C), Library Administration - 80978
Department	Acquisition Department
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

UC Berkeley Library's Acquisition Department manages the full lifecycle of library materials acquisitions and specifically supports the serials check-in, ordering, receiving, and invoicing of materials in numerous formats for various campus libraries including subject specialty libraries at the University of California, Berkeley, with the exception of the Bancroft Library and the C.V. Starr East Asian Library.

Position Summary

This pivotal role drives the efficient acquisition of scholarly resources, directly supporting the Library's research and learning mission. The incumbent expertly manages the complete lifecycle for one-time purchases of diverse formats, including print, eBooks, and physical materials. This goes beyond routine processing, requiring proactive identification and resolution of complex issues within the acquisitions pipeline.

Key responsibilities include precise execution of purchase orders, invoice processing, material receipt and verification, detailed record maintenance, and budget tracking. The role demands analytical acumen to identify discrepancies, analyze trends, and implement corrective actions. Serving as the primary liaison for over a hundred domestic and international vendors, this position ensures timely resource flow through skilled communication, negotiation, and strategic issue escalation. The incumbent is the definitive point person for advanced technical troubleshooting related to one-time purchases, diagnosing root causes and contributing to system optimization. Furthermore, this role provides critical, high-level operational and analytical support to the Head of Acquisitions. This involves in-depth analysis of Alma's functionality, integrating new features, preparing complex reports, and actively contributing to departmental policies and process improvements. This is a vital, autonomous

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role essential for the Library's continuous provision of essential scholarly materials.

Application Review Date

The First Review Date for this job is: 09/18/2025.

Responsibilities

Technical Operations:

- Independently manages ordering processes using Alma and vendor systems.
- Places orders for one-time purchases through multiple channels (both online and traditional).
- Reviews and selects print monographs, eBooks, and music scores from various vendor platforms.
- Handles receiving and invoicing for print materials from approval plans and firm orders.
- Manages technical data processes including FTP downloads of vendor records, verifying accuracy, and importing into Alma.
- Oversees the processing workflow for incoming materials (both shelf-ready and non- shelf-ready).
- Coordinates the distribution of materials after acquisition.

Leadership:

- Works closely with the Head of Acquisitions.
- Leads career staff and student employees in one-time acquisitions.
- Provides direction on complex acquisitions matters.
- Trains staff and students in acquisitions functions (ordering, receiving, invoicing).
- Supervises student employees who handle routine tasks.

Process Improvement/Project Management:

- Analyzes unit workflow and identifies areas needing improvement Initiates and plans special projects to address workflow needs.

Communication/Documentation:

- Communicates and collaborates with librarians, selectors, and other staff to establish acquisition/processing procedures.
- Documents acquisition arrangements and procedures.
- Revises and updates documentation for ordering, receiving, and invoicing.

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Other duties as assigned.

Required Qualifications

- Experience or training in research library acquisitions or technical services including ordering, receiving, and invoicing.
- Experience with MARC records, reading/interpreting OCLC and local technical services documentation, and Alma.
- Demonstrated problem solving ability.
- Excellent English language and communication skills, both oral and written.
- Excellent computer skills and demonstrated proficiency with standard professional software, such as MS Windows, MS Office suite, FTP and Google office apps.
- Demonstrated initiative, flexibility, and ability to work creatively and effectively both independently and as a team member.
- Aptitude for initiating and maintaining cooperative working relationships with colleagues, supervisors, and managers.
- Ability to work with material, order requests, and invoices in Roman script languages other than English.
- Ability to follow directions from supervisors and provide directions to staff and student assistants as needed.
- Minimum associate's degree in library information technology and/or equivalent training/experience.

Preferred Qualifications

- Monograph and serial ordering and invoicing experience.
- Familiarity with the acquisitions module of an integrated library system.
- Experience with book and serials vendor online ordering systems.
- Out of print book trade experience.
- Reading knowledge of non-Roman language (e.g., Arabic, Armenian, Hebrew, Persian, Slavic/Eastern European).
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the

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University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$75,648.50 (Step 1) - \$86,898.31 (Step 8).

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual

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harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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