Library Materials Buyer

The Buyer, in Acquisitions, has a primary focus on procuring resources for the Libraries’ collection. Under the supervision of the Acquisitions Librarian, the Buyer performs purchasing functions, including research, analysis and sourcing of library resources; coordinates and troubleshoots batch record load ingests and outputs as they relate to ordering and invoicing; assists with reporting on funds management; and tracks the status of licenses in collaboration with the Electronic Resources Management Team. The position serves as a PCard coordinator and fulfills record-keeping requirements for associated purchases.

The incumbent is a key player in developing an iterative strategy to assess workflows to stay current with the University, state, and federal regulations, and devise best practices to keep abreast of the evolving financial and legal policies as they pertain to acquiring library resources. In this role, the Buyer may advise colleagues and students on policy interpretation and assistance with procuring resources in a timely manner. The position works under minimal supervision, assists in training other team members and student employees, and supports other operational needs of the unit. All other duties as assigned.

The Buyer demonstrates commitment to the values of equity, diversity, inclusion, accessibility, and social justice into their day-to-day practice as well as supports the University’s initiatives. For more information, please see Ohio State University’s Strategic Plan: https://president.osu.edu/strategic-plan; OSU Office of Diversity and Inclusion: https://odi.osu.edu/about-office-diversity-and-inclusion; OSU Libraries’ Strategic Directions: https://library.osu.edu/strategic-directions and https://president.osu.edu/strategic-plan.

Required Qualifications:
High School Diploma or GED required; 600 hours training in library practices and procedures (or six months of experience.) 100 hours training in management/supervision (or one month experience); or equivalent.

Four (4) years of finance (e.g., purchasing, accounts payable), supply chain/logistics, and/or inventory experience. Experience with MicroSoft Office programs; experience with inventory, task, and/or procurement systems; experience serving the public.

Possess a high degree of technical knowledge; ability to work effectively and collaboratively to complete tasks; strong prioritizing, organization, and problem-solving skills; strong analytical and independent decision-making skills; excellent verbal and written communication and organizational skills; ability to
learn complex procedures with great attention to detail; ability to balance multiple workflows in a high production environment; flexibility and adaptability to ongoing change.

**Desired Qualifications:**
Preferred Bachelor's degree in accounting, business administration, finance, a related field, or equivalent combination of education and experience.

**Pay Range:**
$19.25 - $19.87 per hour.

**Application**

*The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, disability status, or protected veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.*