Title: Coordinator – Vendor Relations  
Dept: CMS  
Reports to: Director of CMS  
Job Code Number: 10352  
Effective Date: Revised January 2019  
Grade Number: 20, Non-represented  
FLSA Status: Exempt

General Position Summary:

Research products and services that will meet KCLS needs for such items as materials, supplies, and online databases. Develop requests for proposal or other methods of soliciting cost and service information from vendors. Coordinate in evaluation, selection, and monitoring of vendors.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Identify providers of materials and services that will meet KCLS needs, including books, periodicals and other non-book items, multilingual materials, electronic resources, selection lists, processing services and supplies, and online database license agreements.
2. Develop requests for proposal, evaluate responses, and recommend vendors who will best meet KCLS needs by offering cost effective and quality service.
3. Negotiate terms and conditions for chosen vendors, and construct contracts.
4. Serve as liaison between vendors and KCLS, and provide oversight of vendor performance.
5. Communicate and coordinate with other KCLS staff to assure current knowledge of library needs and satisfaction with current vendors. Review usage and other statistical reports.
6. Participate on internal and external committees as assigned, such as Statewide Database Licensing Project for group purchases.
7. Maintain confidentiality and communicate with tact and discretion.

Secondary Duties:

1. Enter and maintain fund account information and annual materials budget allocations on automated acquisitions system.
2. Perform other related duties as assigned.

Core Competencies:

**Customer Focus**  
Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.
Valuing Diversity
Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgment
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge
Demonstrates proficiency in professional and technical skills/and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Communicates Effectively
Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Organizing and Planning
Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Interpersonal Savvy
Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

Work Quality
Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

DESIRED MINIMUM QUALIFICATIONS

Education/Experience:

- Masters of Library Science degree from an American Library Association accredited school of Librarianship and/or Washington State certification as a Librarian.
- Three to five years of experience with evidence of training, experience, or study in library acquisitions, drafting of license agreements, requests for proposal and contract documents.
- Experience with and knowledge of book and non-book publishing industry and wholesalers, subscription services, and office software and database programs.
SPECIAL REQUIREMENTS
Washington State Librarian’s Certificate.
Valid Washington State Driver License.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, this typing may be repetitive up to frequently. Frequently sits and occasionally will stand and walk. Will frequently reach up to chest level with hands and arms. The employee will occasionally lift to 10 pounds and will seldom push/pull carts using light force.

WORK ENVIRONMENT

Work is in a normal office environment. Constant sitting, extensive close work (eyestrain) and extensive PC work are required.

Advancement Possibilities:
Director of CMS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: ______________________
Director of HR