



THE TOWN OF AVON ANNOUNCES THE RECRUITMENT  
FOR THE POSITION OF:

***Library Technical Assistant***

<b>Department:</b>	<b>Library</b>
<b>Reports to:</b>	<b>Technology and Technical Services Librarian</b>
<b>Status:</b>	<b>Full-time</b>
<b>Compensation:</b>	<b>Range 6: \$27.8917-30.7874/Hourly - \$54,389-60,035/Annually</b>
<b>Date Posted:</b>	<b>May 9, 2024</b>
<b>Closing Date:</b>	<b>May 23, 2024 at 4:00 p.m.</b>

Benefits include Health Insurance, Life Insurance, Long Term Disability, 401(a) Pension Plan, Paid Holidays, Vacation and Sick Leave.

**To Apply For This Position:** An Employment Application is available on the Job Opportunities page of the Town website [www.avonct.gov](http://www.avonct.gov). Completed Employment Applications may be emailed to [HR@avonct.gov](mailto:HR@avonct.gov), mailed to: 60 West Main Street, Building #5, Avon, CT 06001, or delivered in-person. Applications must be received by Human Resources no later than 4:00 p.m. on the closing date. Successful candidate must pass a written exam and/or interview, drug testing, and background check prior to employment. See the accompanying full job description for additional information.

**Summary:** Provides varied technical library services in the cataloging, classification, and processing of print, audio/visual, digital, and other library materials. Coordinates processing tasks and schedules. Assists library patrons in using library services, technology, and facilities.

**Examples of Duties:** Support and assist library staff and patrons by using technical systems and processes that aid in the acquisition, classification, discovery, and maintenance of library materials, resources, and services. Work with both staff and patrons to ensure easy access to and effective use of a wide variety of library resources. Examples of potential duties include: Coordinates the receipt and processing of new collection materials including books, documents, periodicals, audio/visual formats, electronic resources, and other materials as needed. Enters catalog information in MARC record format into the library system based on an understanding of the local collection. Performs original cataloging of local use records as necessary. Searches Sierra, OCLC, and vendor websites for records to use. Imports, exports, and edits bibliographic, item, and order records. Programs barcodes and RFID tags. Prepares media and other non-print materials for circulation. Maintains and sets holds and circulation status on records to ensure items are routed through the system correctly. Consults with departmental librarians concerning cataloging and processing matters for the collection. Periodically performs collection maintenance projects to ensure accuracy and consistency of catalog and processing. Maintains documentation of cataloging procedures. Discards outdated or damaged books and materials. Makes minor repairs to books and materials when possible. Consults with departmental librarians concerning cataloging and processing matters for the collection. Maintains statistical information for monthly reports. Coordinates staff/volunteer schedule, training, and tasks related to receiving and processing new items and repairing and discarding existing items.

**Minimum Qualifications:** Associate's degree in library science and three years of practical experience in an educational institution, public library, or an equivalent combination of experience and training. Must have a working knowledge of current library principles and practices. Must understand library catalog settings affect circulation and holds. Must have a working knowledge of library cataloging and classification, and familiarity with the Dewey Decimal Classification System.

**Preferred:** Familiarity of OCLC, WorldShare Record Manager, Sierra ILS, RFID, MARC and RDA cataloging.

*The Town of Avon is an Equal Opportunity/Affirmative Action employer.*