

INTERNAL POSTING

The Town of Avon Announces the Following Position:

Library Technical Assistant

Department:	Library
Reports to:	Technology and Technical Services Librarian
Status:	Part-time, Up to 25 hours/week. Must be available to work a minimum of 15 hrs/week.
Hourly Range:	Grade 6: \$26.4831-28.5894/hour
Date Posted:	December 6, 2021
Closing Date:	December 13, 2021, 4:00 p.m.

To Apply For This Position: Send cover letter and resume to Stephanie Askeland, Director of Human Resources. Candidate must successfully pass written exam and/or interview. 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. 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 Discards outdated or damaged books and materials.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. Daily tasks either cataloging and processing library materials or engaging in proactive and reactive technology support for public and staff. Maintains statistical information for monthly reports. Coordinates staff/volunteer schedule, training, and tasks. Responsible for technical work requiring application of principles of library science and/or computer technology.

Minimum Qualifications: Associate's degree in Library Science and two years of practical experience in an educational institution, public library, or other public service job; or four years of an equivalent combination of experience and training. Working knowledge of computer applications and technical equipment applicable to library operations, including Microsoft Office. Valid driver's license.

Preferred: Experience in cataloging.

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