

The Bristol Public Library is now hiring a Technical Services Assistant. The Technical Services Assistant provides administrative and clerical support to the cataloguer and assists in processing library materials.

Educational Requirements: High School Diploma or GED required. College experience preferred.

Required Experience: Must have strong attention to detail and the ability to move boxes of books and push a book cart loaded with books.

Essential Duties:

- Receive shipments of purchased materials and follow established procedures for initial processing.
- Assists Technical Services Librarian with copy cataloguing functions if necessary according to established procedures.
- Maintain daily, monthly, and yearly acquisitions records for all materials.
- Process periodicals according to established procedures.
- Accept and acknowledge memorial donations and requests and type bookplates as needed.
- Prepare billing invoices for memorial books ordered and forwards to patrons as necessary.
- Sort incoming mail, check in newspapers, and process microfilm according to established procedures.
- Maintain records of discarded, lost, and missing items.
- Assesses damages to library materials and performs repairs when necessary.
- Performs processing tasks on new materials, including but not limited to covering books, adhering labels, stamping, and securing materials according to established procedures.
- Performs other duties as assigned.

Salary: Starting hourly rate for this position is \$10.95/hour

Cover letters, resumes, and three references, as well as any questions, should be emailed to bpljobs@bristol-library.org. No phone calls, please. Deadline for application is February 16, 2018.