

The Bristol Public Library is hiring a Tech Services Assistant to assist our catalogers with the day to day tasks of that department. The ideal candidate has a strong attention to detail and an enthusiasm for libraries and learning. You can find the full job description below. Please send resume, cover letter, and at least three references, along with any questions, to bpljobs@bristol-library.org no later than January 11, 2019. Please, no phone calls.

Job Title	Technical Services Assistant (Salaried, Non-exempt; Hourly, Part-time)
Position Summary	Provides administrative and clerical support as it relates to the Technical Services Department.
Position Requirements	Education: High school diploma or equivalency. Experience: Some library experience preferred. Skills: Strong attention to detail. Physical Abilities: Must be able to move book trucks and carry books.
Reports to: (SUPERVISION AND DIRECTION)	Technical Services Librarian
Supervises:	No supervision
Working relationships	<ul style="list-style-type: none"> • Works with other Library employees and volunteers.
Key result areas	<ul style="list-style-type: none"> • Assist Technical Services Librarian with making sure that all materials, both purchased and donated, are processed and ready for patron use as quickly as possible. • Uses strong attention to detail to ensure accuracy at each and every stage of the material processing and cataloguing process.
Essential Duties (KEY TASKS)	<ul style="list-style-type: none"> • Receive shipments of purchased materials and follow established procedures for initial processing. • Assists Technical Services Librarian with copy

	<p>cataloguing functions if necessary according to established procedures.</p> <ul style="list-style-type: none">• 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. <p>Performs other duties as assigned.</p>
Core skills	<ul style="list-style-type: none">• Balances friendliness, fairness, and firmness in the interpretation and implementation of library policy.• Respects confidentiality of customer records.• Looks for opportunities to improve library service and shares ideas with library administration.