

Ridgefield Library Association

Job Title: Collection Management Assistant (Library Technical Assistant - II)

Reports to: Head of Collection Management

The Collection Management Assistant works within the Collection Management Department, which is responsible for the entire life cycle of Library materials including acquisitions, processing, cataloging, shelving, maintenance and removal. The Assistant works with the Collection Management Department Head and other staff to implement Library and departmental goals and objectives.

Essential Duties and Responsibilities:

- Maintains the physical collection and how it is represented in the catalog.
- Works with supervisor to keep supplies in stock as necessary and assesses and investigates best practices for processing of materials.
- Enters items into the catalog and assigns call numbers and classification.
- Processes materials in a timely manner to meet library requirements and patron needs.
- Maintains collection quality and database integrity, including repairs, replacements, and inventory management.
- Works closely with Library consortium to assure material is represented accurately in the catalog.
- Attends meetings as required within and across departments, both internal and external, including monthly staff meetings.
- Performs other collection related duties as assigned.

Required Knowledge & Skills:

- Superior knowledge of the Dewey Decimal Classification System.
- Superior knowledge of library culture and terminology.
- Superior knowledge of the field of library print and non-print material.
- Attention to detail.
- Commitment to the timely execution of key responsibilities.
- A logical and practical approach to problem-solving.
- Excellent communication skills.
- Ability to work with others as a member of a team as well as independently.
- Comfortable with change, open to seeking ways to improve.
- Comfortable and familiar with technology, including the PC and web-based environments.
- Physical requirements include ability to lift up to 50 pounds and ability to push and pull objects weighing 60-80 pounds on wheels.

Qualifications:

- College degree preferred.
- Library technical services experience preferred.

Physical Requirements:

- Ability to lift up to 40 pounds.
- Ability to push and pull objects weighing up to 80 pounds on wheels.

Position:

- The Collection Management Assistant is a part-time, non-exempt hourly position.
- Work is on site at the Library.