

Technical Services Library Assistant

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience. HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

The library seeks a Technical Services Library Assistant. In this role you will be responsible for providing technical support services to include library acquisition procedures, elementary cataloging, entering materials in automated database, resolving problems in procedure, and assistance in file and records maintenance. This role reports to the Technical Services Manager and is located at the downtown library.

- Prepares orders for materials received, verifies deliveries against invoices and maintains records of materials acquisitions.
- Performs materials processing.
- Resolves routine problems in technical procedures.
- Responsible for serials, acquisitions, and processing.
- Processes requisitions for purchase of materials.
- Records special instructions for rapid processing.
- Records account code, vendor designation, price and discounts if applicable.
- Reviews professional publications, journals and catalogs to assure accurate and best price.
- Withdraws library materials, deletes titles from data base and prepares items for recycling when appropriate.
- Performs elementary descriptive cataloging using automated bibliographic database.
- Performs routine calculating, making changes to existing MARC records, posting, and verifying tasks to maintain library materials acquisition controls.
- Attaches to bibliographic records when needed.
- Follow library standards and guidelines
- Perform copy cataloging and adapt online records according to guidelines in all subject areas and languages.
- Input details about new material into library catalog.
- Adjust rules when new type of material surface
- Prepares statistical reports as necessary.
- Responds to staff or vendors' requests for information and assistance or refers inquiries to a supervisor
- Performs other duties as assigned.

Qualifications

- High school graduate plus two years of appropriate formal post-secondary school courses OR the equivalent in practical experience.
- Proficiency in alpha and numeric data entry and other computer applications.
- Ability to communicate effectively with vendors and with co-workers.
- Solid working knowledge of MS Office suite
- Ability to work independently and in a team environment.

- Must have the ability to work with a diverse population and effectively provide excellent customer service to a large number of customers simultaneously.
- Organizational, multi-tasking and prioritization skills required.
- Excellent customer service skills.
- *COVID-19 vaccination required*

Preferred Experience:

- Library Technology Certificate
- Original Cataloging
- Library experience preferred
- Knowledge of library policies, procedures and administrative practices
- An ability to speak and write another language preferred (bilingual)

To Apply: Please email resume and cover letters to the attention of the Director of Human Resources at sdwhite@leadingculturesolutions.com and note “**Technical Services Library Assistant**” in the subject line.

Hartford Public Library is an Equal Opportunity Employer.