



WASHINGTON COUNTY FREE LIBRARY

Where People & Possibilities Meet

Full-Time Library Assistant II – Collection Management

Description

The Washington County Free Library (WCFL) has an immediate opening for a dependable and detail-oriented full-time Collection Management Clerk (Library Assistant II). Collection Management Clerks are responsible for copy cataloging and the processing of new materials, which includes unpacking boxes, checking invoices to verify contents of packages, recording receipt of materials using library catalog software, and applying library labels and barcodes. There will also be additional related duties as assigned, including searching shelves for missing and/or in transit books from reports.

The successful candidate must have basic computer proficiency, including knowledge of how to use e-mail and an Internet browser. Prior experience working in libraries or in using Polaris software preferred, but not a requirement. Must be able to lift and/or move boxes weighting up to 50 pounds or more.

Located in Western Maryland, in the tri-state area where Maryland, West Virginia, and Pennsylvania meet, WCFL is a rapidly developing system dedicated to building a strong and vibrant community. By facilitating the public's freedom to explore, learn, and transform, WCFL connects people to ideas and resources and to each other, helping to foster individual and community growth.

Location: Fletcher Branch (Hagerstown) of the Washington County Free Library.

Hours: Full-time (non-exempt); normal Monday-Friday schedule, but varied days and hours during WCFL's regular operating schedule are possible; position subject to system-wide reassignment.

Salary ranges: Anticipated hiring rate will be \$17.64/hour; pro-rated benefits provided.

Essential Job Duties and Responsibilities

This list is representative and does not include all the duties this position entails:

- Opens incoming shipments and verifies accuracy of packing lists and invoices.
- Unpacks boxes and receives shipments of materials using Polaris.
- Troubleshoots receipts and invoices with vendors and publishers using a variety of tools.
- Receives shipments of materials using the Polaris catalog system.

- Creates and modifies item records in the library catalog, and imports and edits bibliographic records (copy cataloging).
- Processes invoices to authorize payment and updates Polaris records.
- Physically processes books and media by adding labels and RFID tags and laminating as needed.
- Repairs damaged library materials as needed; works with other staff to determine importance of items and need for repair or replacement.
- Assists with system-wide weeding and inventory under the direction of the Head of Collection Management and the Assistant Head of Collection Management.
- Perform other related duties as assigned.

Skills, and Abilities

- Ability to physically handle books, DVDs, and other library materials, to pack and unpack boxes, and to push loaded book carts with or without reasonable accommodation.
- Ability to analyze, understand, and follow complex procedures both oral and written.
- Ability to effectively access and utilize WCFL's computerized systems to adequately perform the assigned job duties.
- Attention to detail and the ability to work meticulously and accurately, while maintaining productivity.
- Knowledge and skills necessary to work effectively as part of a team toward achievement of common goals and objectives.
- Demonstrated ability to work well under pressure and to meet deadlines, to multi-task and be flexible as needed, and to learn new skills and processes.
- Ability to demonstrate a positive attitude and good judgment.
- Ability to establish and maintain effective work relationships with contacts encountered in carrying out the responsibilities of the position.

Qualifications & Requirements

High school graduate or equivalent.

Valid driver's license and a clean driving record preferred; must be able to lift 50 pounds.

Total Compensation Package

WCFL offers an extensive compensation package to reflect how much we value our employees. The following is what you can expect as a full-time, benefited Washington County Free Library employee:

- 15-25 days of annual Vacation Leave, based on years of service.
- 6 paid Personal Days per year.
- 8 hours of Sick Leave per month, unlimited annual carryover.
- 14 paid holidays.
- Paid Parental Leave (6 weeks paid, 6 weeks unpaid).

- Comprehensive Health Insurance Plan, including medical, dental, vision, and prescription coverage.
- Library paid Life Insurance benefit.
- Library paid Accidental Death and Dismemberment Insurance.
- Library paid Short-Term Disability Insurance.
- Library paid Long-Term Insurance.
- State and Employee funded Defined Benefit Pension Plan (Maryland Teachers Retirement System).
 - Vested after 10 years of service.
 - Credit for prior active military service and unused paid Sick Days.
- Eligible to participate in 457b Deferred Compensation Program.
- Eligible for paid training for library and industry specific workshops and courses.
- Public Service Loan Forgiveness (PSLF) eligible employer.
- Work/Life balance programs through the Employee Assistance Program.
- Tuition Reimbursement Program for select degrees.
- Ability to purchase books and media for personal use at a discounted rate.

To apply: Email completed employment application to Admhr@washcolibrary.org. Application can be downloaded at <https://www.washcolibrary.org/>. Applications received by 5:00 pm on Monday, October 14, 2024 will be given first consideration.

The Washington County Free Library recognizes the principles of diversity and inclusion, and strives to ensure equal opportunities for its workforce, applicants, and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to the Washington County Free Library today.