

Full-Time Library Assistant III – Collection Management

Description

The Washington County Free Library (WCFL) has an immediate opening for a dependable and detail-oriented full-time Collection Management Specialist (Library Assistant III). This position will take the lead in coordinating and processing Interlibrary Loan, along with troubleshooting associated issues. Additional Collection Management duties will also be assigned according to departmental needs.

The successful candidate must have three years of library experience and basic computer proficiency, including knowledge of how to use e-mail and the ability to learn new software. One year of college experience may be substituted for each year of library experience. Prior experience with 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 (nonexempt); 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 \$18.70/hour; pro-rated benefits provided.

Essential Job Duties and Responsibilities

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

- Works with MARINA, MILO, OCLC and other Interlibrary Loan software.
- Retrieves daily delivery, unpacks, and processes incoming items.
- Processes and returns items for delivery.
- Sends status reports to patrons.
- Answers Interlibrary Loan related questions from patrons, WCFL staff, and staff at other libraries.

- Advises and exercises supervision over the Collection Management clerks in the area of Interlibrary Loan.
- Tracks applicable statistics and compiles monthly and yearly reports as requested.
- Responsible for periodicals, which includes, but is not limited to, checking them in, routing magazines to staff as appropriate, shelving them, and weeding as required.
- 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.
- Participates in pest control issues in relation to library materials.
- Maintains passport agent certification and assists with passports as needed.
- Provides operational support and assistance with the completion of the job duties generally done by the Collection Management Clerks as directed or needed.
- Other 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.
- Ability to demonstrate a positive attitude and good judgment.
- Familiarity with Polaris and applicable ILL-related software and resources.
- Ability to organize, plan, and execute work with minimal direct supervision.
- Ability to communicate clearly and effectively.
- 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 prioritize, and to be flexible as needed.
- Creative problem-solving skills.

Qualifications & Requirements

High school graduate or equivalent and three years of library experience. One year of college experience may be substituted for each year of library experience.

Valid driver's license and a clean driving record required; 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 10:00 am on Monday, August 25, 2025 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.