**Job Title:**  
Senior Library Clerk - Technical Services

**Summary:** Under the direction of the Head of Circulation, the Technical Services Clerk catalogs, processes and maintains library materials, including all books, media, periodicals, and local/state government documents.

**Essential Job Functions:**

- Receives shipments from multiple vendors; unpacks, verifies, and sorts contents. Prepares packing lists and invoices for the Office Manager.
- Assists the professional staff in the acquisition of materials by checking lists against catalogs, searching for simple bibliographical data, checking order cards with holdings and outstanding orders, checking invoices, entering acquisition information, and maintaining check lists of serials.
- Assists the professional staff in cataloging and classification of materials by maintaining item information records in the library database, adding copies and new items, recording withdrawals and reinstatements, recording transfers, and new entries; Performs basic mending and repair of all library materials; deletes items from collection and prepares them for sale at the bookstore; processes severely damaged items for disposal.
- Corresponds regularly with WLS Cataloging Department to resolve problems and issues relating to the cataloging of library items.
- Tallies numerical totals for recordkeeping purposes; may prepare statistical and other reports.
- Assists in the physical upkeep of materials by cleaning and repairing materials for preservation, preparing materials for binding and keeping bindery records.
- May assist in the preparation of bills, purchase orders and budget, etc.
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.
- Maintains stock of processing supplies.
- Prioritizes tasks with great attention to detail to facilitate processing in a timely manner.
- Other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge of basic library methods, techniques, and procedures.
- Good knowledge of office terminology, procedures and equipment as applied to library clerical work.
• Good knowledge of library filing and shelving rules.
• Working knowledge of library services and practices.
• Ability to make simple arithmetic calculations accurately and with reasonable speed.
• Ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software.
• Ability to understand and follow oral and written instructions.
• Ability to establish and maintain effective working relationships with co-workers, library patrons and the general public.
• Physical condition commensurate with the duties of the position.

Minimum Qualifications:
• High School Diploma or possession of a high school equivalency diploma and one year of library clerical experience.
• Knowledge and experience using an automated library system and databases.

Salary: $47,000 - $57,000

To Apply: Please email your cover letter and resume to Stephanie Coppola at scoppola@mountkiscolibrary.org.

Mount Kisco Public Library is an Equal Employment Opportunity employer.