

## Full-Time Technical Services Clerk

Come join the friendliest library in Rockland County!

Valley Cottage Library, located in a nearby suburb of NYC, is a renowned community resource serving the 23,000 residents of the Nyack School District. We are seeking a highly motivated, enthusiastic, and dedicated individual to join our busy Technical Services Department.

The Technical Services Department is responsible for the ordering, processing, and maintenance of the materials collections throughout the library. The ideal candidate will be an innovative, creative problem solver with a passion for details. Strong computer and technology skills required.

This is a full-time position (35 hours per week) reporting to the Head of Technical Services.

### Minimum qualifications:

- Associate's degree and/or equivalent combination of experience and training
- Experience in library technologies including relevant ILS preferred
- Proven mastery of Microsoft Office
- Ability to adapt readily to changing technologies, processes and procedures
- Ability to do physical work such as, standing, bending, reaching, and lifting (up to 30 lbs) and pushing full book carts

### Responsibilities include:

- Processing of print and audiovisual materials (including applying spine labels, barcodes, book jackets, etc.) in a timely manner while upholding our high-quality standards
- Creating, updating and maintaining local holdings and item records in the library catalog
- Ordering, receiving, and invoicing print and audiovisual materials in the ILS Acquisitions module
- Maintaining and repairing library materials
- Processing materials selected for discarding

Salary range is \$40,040 - \$42,952 commensurate with experience. A generous benefits package includes medical, vision and dental insurance, flexible spending account, paid vacation and sick leave, and participation in a 403B matching plan. A job description for this position can be found at: [www.valleycottagelibrary.org/jobs-at-vcl](http://www.valleycottagelibrary.org/jobs-at-vcl)

*If you possess a passion to work in a team-based and customer-focused environment that strives to provide excellent services to the community at large apply now!*

A completed employment application is required and can be obtained at [www.valleycottagelibrary.org/jobs-at-vcl](http://www.valleycottagelibrary.org/jobs-at-vcl). Please email the completed application, a resume and cover letter highlighting your experience to the attention of Ashley Maraffino, Assistant Director at [vclsearchcommittee@rcls.org](mailto:vclsearchcommittee@rcls.org).

Applications will be accepted until **April 25, 2024**.

Valley Cottage Library is an equal opportunity employer.