

Job Description:

Technical Services Librarian

Scope: The Technical Services Library is under the direction of the Library Director

Primary duties: Catalogs materials, manages the acquisitions of adult and children's materials, oversees the periodicals collection, collaborates on interlibrary loan service; assists patrons with circulation, technology and reference questions.

Duties include but are not limited to:

- Catalogs and classifies new materials for the ILS (Koha). Performs original cataloging
- Manages the acquisitions of adult and children's materials
- Designs and uses reports for informational and catalog maintenance purposes
- Provides interlibrary loan service in collaboration with the Adult Services Librarian
- Manages the periodicals collection
- Performs circulation and reference services; assists patrons with requests for information or materials; searches sources; provides referrals; teaches patrons how to use technical equipment

Education & Experience

MLIS/MLS preferred. Candidates with a Bachelor's degree with a combination of additional education and the experience will be considered. Knowledge and experience with integrated library systems (NPL uses KOHA), cataloging procedures, RDA, MARC and current technologies are desired.

Compensation/Benefits

This is a part-time 25 hr/week position. Hours include monthly weekend rotation and occasional evening hours. The pay scale is \$22.00 - \$25.00/hour

Benefits include paid vacation, sick leave, and holidays. Please send a cover letter and resume to npljobsearch@gmail.com.