



Position Title: Technical Services Assistant – Part Time

Passionate about databases, information, and bibliographic organization? The Rye Free Reading Room seeks a detail-oriented individual to prepare and maintain library materials, and ensure library collections are well-organized and easy to find in the catalog and on the shelves.

Summary

Under the general supervision of the Assistant Director, the Technical Services Clerk is responsible for cataloging and bibliographic maintenance, including retrospective projects; liaising with vendors; and acting as a liaison to the Westchester Library System for issues related to bibliographic maintenance. The Technical Services Clerk reports any operational issues to the Assistant Director for resolution.

Schedule

15 hours per week

Qualifications

- Bachelor's Degree preferred
- Strong interpersonal skills, demonstrated oral and written communication skills, flexibility, the ability to handle detail orientated work, ability to work independently
- Knowledge of ILS / MLS, Evergreen preferred
- Knowledge of the library bibliographic organization

To apply:

Please send a resume and cover letter to [director \(at\) ryelibrary \(dot\) org](mailto:director@ryelibrary.org)

Compensation and Benefits

Pay Range: \$33.75 p/h

Benefits include paid time off, and optional enrollment in the New York State Retirement System.