

Position Available – Full-time Library Clerk: Technical Services

There presently exists an opening for a full-time Library Clerk in our Technical Services Department. This position consists of 35 hours per week and may include day, night, weekend and holiday hours. The job duties include but are not limited to:

- Materials processing for books, magazines, and media (stamping, barcoding, labeling, creating Mylar covers.)
- Importing and posting Edifact invoices in Innovative Sierra and matching Edifact invoices with print invoices.
- Preparing receiving reports for new materials that arrive in-house in daily shipments from vendors.
- Search Innovative Sierra for bibliographic records to which new items will be attached.
- Attach item records using correct location codes, icode, and itypes for each collection.
- Print out spine labels using Innovative Sierra and ZebraDesigner.
- Become trained in ordering of new materials using vendor utilities (e.g., B&T Title Source 360, Ingram iPage and Brodart Bibz).
- Book and media repair work as needed.
- Cross training for service to other departments, (e.g., Customer Services.)

The salary for this position starts at \$31,640.85 as per our collective bargaining agreement. Applicants must be reachable on the Suffolk County Civil Service Library Clerk List. Transfers will be considered.

If interested, please submit an application or resume to
Joanne Adam, Library Director at joanne_adam@huntlib.org by August 31, 2023.