

## **Position Announcement: Stacks Assistant**

Linda Hall Library, the nation's largest privately-funded research library devoted to the support of science, engineering, and technology, is taking applications for a Stacks Assistant. The Stacks Assistant is responsible for maintaining the order and appearance of library collections. Primary duties include accurately shelving library materials, ensuring that stacks and study areas are neat and orderly, locating materials, and collecting and compiling statistics to represent stacks activities.

### **Responsibilities:**

- Performing a variety of stacks maintenance tasks, including providing information and data on space needs, grooming the collection and correcting problems, noting problems with damage or deterioration, noting need for bookends and pamphlet boxes, and shelf-reading for accuracy of shelving order.
- Providing training and support to Page staff.
- Assisting with projects.
- Additional duties include sorting daily mail clearing, bindery pulls etc. as assigned.

### **Qualifications and Essential Skills:**

- High school diploma or degree equivalent. Collegiate or relevant work experience desired.
- Advanced PC skills desired.
- Previous experience in a library setting or similar work environment.
- Familiarity with Library of Congress classifications, knowledge of online library catalogs, and familiarity with at least one foreign language are desirable.
- Demonstrated interest in learning library procedures, equipment skills, and reference techniques.
- Dependable, highly organized, detail-oriented, and able to complete assigned tasks with minimal supervision.
- Ability to provide excellent customer service.
- Ability to function effectively in a team environment, flexibility and the capacity to embrace change in a dynamic and evolving organization.
- Facility for cross-departmental communications and cooperation.

### **Work Conditions:**

- Work is performed in a normal library environment.
- Lifting, handling, gripping, carrying, manipulating, and examining books and bound volumes ranging in weight from 3 to 40 pounds.
- Repetitive overhead reaching, bending, and stooping to return or remove volumes from shelves.
- Pushing and maneuvering book trucks.
- Use of a step stool and library ladder.
- Movement between floors and departments within the library.
- Standing or sitting for extended periods.

Standing or sitting for extended periods. To apply, please submit an application (available at [www.lindahall.org/employment](http://www.lindahall.org/employment)), resume, and cover letter to [personnel@lindahall.org](mailto:personnel@lindahall.org) by January 31, 2019.

**Linda Hall Library is an "Equal Opportunity Employer M/F/D/V"**