

Position Description

July 2025

The Newport Public Library is seeking a full-time Collection Management Assistant. This position aids in the cataloging, processing and maintenance of its approximately 135,000 item collection.

**Position Overview**

This position plays a key role in ensuring the accuracy, accessibility, and organization of library materials. The successful candidate must demonstrate meticulous attention to detail and strong organizational skills. Dependability, flexibility, adaptability, and punctuality are essential in responding to the evolving needs of the library. Full training on the Library’s Integrated Library System (ILS), including participation in consortium meetings and training through Ocean State Libraries (OSL), will be provided as needed.

**Essential Duties**

* Add bibliographic and item-level records to OSL’s Koha ILS system.
* Catalog and classify all types of materials, including books, A/V, periodicals, and non-traditional items.
* Ensure materials are easily retrievable using standardized classification methods.
* Prepare items for circulation.
* Assist with monthly catalog and documentation maintenance for collection accuracy and organization.
* Attend meetings, conferences, and continuing education sessions.
* Provide backup coverage at public service desks as needed.
* Other duties may vary, and are applied at the discretion of the Library Director and Head of Collection Management.

**Knowledge, Skills, and Abilities**

* Meticulous attention to detail and strong organizational skills.
* Ability to perform repetitive tasks accurately and efficiently.
* Dependability, flexibility, adaptability, and punctuality.
* Ability and willingness to take direction from supervisors.
* Ability to work independently and as part of a team.
* Ability and willingness to follow and enforce Library policies.

**Requirements**

* High School diploma or equivalent; or relevant library experience.
* Ability to lift 50 pounds, manipulate and push heavy book trucks on slight ramps, through doorway openings; must be able to bend, squat, shift, and have flexibility to retrieve items on high and low shelves
* Ability to sit and/or stand for long periods of time
* Ability to communicate effectively and clearly.
* Proficient knowledge of email, Internet applications, Google Suite and Microsoft Office applications. Other software/internet skills are helpful, so please include those in your letter of interest.
* Previous library experience, Dewey classification and Koha ILS experience preferred.
* A valid driver’s license.

**Salary & Benefits**

* Annual Salary: $34,580 with annual step increases, plus annual cost-of-living adjustments (COLA)
* Schedule: 35 hours per week
* Benefits: Health, Dental and life insurance; 14 paid holidays; paid vacation and sick time (after a 3-month probationary period.)

**To Apply**

The Newport Public Library is an equal opportunity employer. To apply, please email a letter of interest, a current resume, and contact information for three professional references to jobs@newportlibraryri.org. **Application review begins Friday, August 1, 2025.** The posting will close Monday, September 1.