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**Position Description:**

**Resource Sharing Assistant II**

**[Full Time]**

**Position**

The Resource Sharing Assistant is responsible for completing tasks and providing service in support of the Resource Sharing Department at the Massachusetts Library System. The incumbent will perform duties to support a combination of resource sharing-related operations including but not limited to mediated interlibrary loan, electronic resources management, the professional collection, MassCat, document delivery and related communications/training. The incumbent contributes to a positive work environment and to effective communications with MLS members, partners and staff members.

Supervision: Interlibrary Loan Manager

Works with MLS staff, members, vendors/contractors, and representatives of partnering organizations.

**Qualifications**

* High school diploma or equivalent required; bachelor’s degree preferred
* Excellent internal and external customer service focus
* The ability to effectively communicate and collaborate with MLS members, partners and staff in a variety of modes
* Excellent office computer skills
* The ability to initiate, organize and self-direct work responsibilities
* The willingness and ability to learn, adapt and grow
* Three years of experience with libraries and library resource sharing preferred

**Position Responsibilities**

Duties and responsibilities may include, but are not limited to:

* Provides mediated interlibrary loan services for MLS member libraries including the electronic processing of ILL requests and the physical aspects of shipping and receiving.
* Facilitates use of the professional collection by MLS members.
* Maintains relationships with key contacts at member libraries, partners and vendors related to ILL and resource sharing.
* Supports other resource sharing-related activities as needed.
* Contributes to strategy and planning for resource sharing and for MLS.
* Works as a team with other MLS staff members on other activities and projects as needed.
* Other duties as assigned.

**Job Requirements**

The position requires light to moderate physical effort demanded when performing functions under typical office and computer use conditions. Light to moderate physical effort and stamina required for frequent travel and transport of work related materials and equipment to meeting and training sites. The successful candidate must be able to lift up to 50 pounds with or without reasonable accommodation.

Must possess a valid Motor Vehicle Operator's License valid for use in Massachusetts and provide the means of transportation to fulfill job duties throughout Massachusetts and attend relevant meetings. Candidates must be eligible for permanent employment in the United States, and appointments are subject to a criminal background check.

**Compensation**

This position is non-exempt from the wage and overtime provisions of the federal Fair Labor Standards Act.

Position grade – 6 Non-exempt

Salary Range – $ 34,250 - $ 44,523

MLS full time staff members receive a benefits package that includes health insurance, dental insurance, life insurance and a retirement plan via TIAA-CREF. (MLS is a private, non-profit organization and does not participate in any public retirement system.)

The Massachusetts Library System, Inc. is a state-funded not-for-profit corporation governed by its member libraries with offices in Marlborough & Northampton, Massachusetts.

**MLS is an equal opportunity employer.**

MLS is an equal opportunity employer that does not discriminate against any employee or applicant for employment because of race, color, age, marital status, sex, physical or mental challenge, creed, religion, political affiliation, national or ethnic origin, or sexual orientation.  Members of underrepresented groups, and those committed to working in a diverse cultural environment are encouraged to apply.

Employee signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_