



Wayne County Public Library  
Wooster/Operations Center

**Position Opening**

**Title:** Technical Services Associate (part-time)

**Date Posted:** July 18, 2024

**Job Responsibilities:** Under general supervision, the Technical Services Associate assists with all Technical Services operations involving acquisitions, receiving, processing, cataloging, and repairs. Maintains inventory of departmental processing and mending supplies including placing orders with vendors.

**Illustrative Duties:** Assists with resolving cataloging problems, completing catalog/collection maintenance, training of new department staff, creating new departmental procedures, and completing of special projects. Assigns call numbers to print and non-print materials using standard and local cataloging guidelines and tools.

**Qualifications:** Bachelor's degree with previous library experience or an equivalent combination of education, training and experience. Demonstrated ability to accurately organize and categorize materials, comfort with computers and data entry.

**Other Skills and Abilities:** Presents a positive, professional image; develops and maintains effective working relationships with supervisor and staff; communicates effectively in written and oral form; maintains confidentiality.

**Working Conditions:** Part-time, 20 hours per week.

**Starting Pay Rate:** \$15.45 per hour.

**Application Procedure:** Applications may be obtained at any of our locations or online at [www.wcpl.info](http://www.wcpl.info). Completed library application forms and resumes may be emailed to: [jobs@wcpl.info](mailto:jobs@wcpl.info) or mailed to:

Wayne County Public Library  
304 N. Market  
Wooster, OH 44691.  
Attn: Human Resources

**Deadline:** Applications accepted until the position is filled.

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry.