



Wayne County Public Library
Wooster/Operations Center

Position Opening

Title: Technical Services Assistant (part-time)

Date Posted: January 2, 2025

Job Responsibilities: Under general supervision, the Technical Services Assistant processes new incoming materials and organizes their distribution to various library locations.

Illustrative Duties: Adds identifying bar codes to newly received items; adds item information to the appropriate database; assures accuracy of item records and labels; adds covers to paperback materials before distribution; re-labels and mends existing materials to assure continued longevity.

Qualifications: High school diploma, or equivalent. 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: \$12.40 per hour.

Application Procedure: Applications may be obtained at any of our locations or online at www.wcpl.info. Completed library application forms and resumes may be emailed to: 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.