



Technical Services Assistant

Centerville, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking a Technician in our Technical Services Department to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

Essential Duties & Responsibilities

- Prepare materials for cataloging, including receiving, unboxing, and verifying shipments and processing materials.
- Search and edit copy cataloging for assigned formats using established guidelines; enter into templates as needed.
- Perform original cataloging as assigned.
- Coordinate and place orders as assigned; add/update orders in catalog; maintain vendor relationships, resolve problems, cancellations and discrepancies.
- Resolve and correct discrepancies with catalog records and make necessary changes to physical items as assigned.
- Pull, delete from catalog, and process items selected for withdrawal; assist with weeding efforts between libraries and between departments.
- Collaborate with peers and Team Leader to adapt and implement changes in national and local cataloging practices.
- Fulfill schedule and service obligations at both library locations.
- Other tasks and duties as assigned.

Required Skills & Knowledge

- Bachelor's Degree required or equivalent experience.
- Library experience preferred.
- Proficient in computer skills, including experience with web and MS Office software.
- Strong customer service orientation.
- Collaborative and demonstrated ability to contribute in a team environment, creative, good sense of humor.
- Excellent written and verbal communication skills.
- Strong analytical and problem solving skills with attention to detail.
- Multi-tasking – handle a broad range of tasks and planning duties.
- Self-motivated, organized, attentive to detail with excellent time management skills.

Compensation & Benefits

- Excellent benefits package including pick-up of employee's contribution to Ohio Public Employees Retirement System (OPERS)
- Starting pay is \$15.39 per hour

Status/Schedule of Hours

- Non-exempt; bargaining unit position
- 40 hours per week (8:00 – 4:00), Monday to Friday

To Apply

To be considered for this position, please submit cover letter, resume and WCPL application to: Human Resources, **TS722WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, OH 45458 or email to: HumanResources@wcpl.lib.oh.us

- WCPL Application can be found at www.wclibrary.info under Employment

All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check.