



Job Title: Technical Services Processing Assistant

Reports to: Assistant Director for Technical Services

Job Duties

- Receive and unpack shipments of new library materials, including books, audiovisual items, and other collection materials.
- Verify incoming materials against purchase orders or packing slips.
- Prepare materials for circulation by applying barcodes, spine labels, property stamps, RFID tags, and protective coverings.
- Repair or replace damaged labels, covers, or barcodes on library materials.
- Assist with the withdrawal of materials following established procedures.
- Maintain organization of materials awaiting processing or distribution.
- Maintain an inventory of processing supplies and notify the supervisor when supplies need to be reordered.
- Assist with inventory projects, collection shifting, or special technical services projects as assigned.
- Route items to member libraries in a timely fashion.
- Follow all library policies, procedures, and cataloging standards.
- Other duties as assigned.

Knowledge, Ability, and Skill

- Working knowledge of library principles and procedures.
- Knowledge of the Dewey Decimal Classification System.
- Strong attention to detail and organizational skills.
- Ability to work efficiently with repetitive tasks.
- Excellent computer skills and the ability to learn library software systems.
- Ability to work independently and as part of a team.
- Ability to communicate effectively with library staff.
- Ability to follow directions and complete multiple projects with minimum supervision.
- Ability to set priorities among multiple projects.
- Skill in using computers and other standard office machines.
- Must be able to stand, reach, bend, and stoop for extended periods of time.
- Must be able to lift at least 35 pounds and maneuver loaded book carts.
- Ability to perform repetitive hand and wrist movements when labeling and preparing materials.

Education and Experience

- Prior technical services and/or cataloging experience is preferred.
- Knowledge of PINES policies and Evergreen ILS software is desired.
- Excellent computer skills are required.
- Proven ability to work as part of a team.
- High School Diploma or equivalent required.

Salary and Benefits

This is a part-time position with 19.5 hours per week at \$12.50 per hour.

To Apply

Qualified applicants should submit a cover letter, resume, and three professional references to jobs@wgrls.org or apply through our website at <https://wgrls.org/about/careers>. Employment is contingent upon a satisfactory background check. **Position open until Friday, March 27, 2026, or until filled.**