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 two Technicians in our Technical Services Department to help us fulfill our Vision 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. Must be able to lift up to forty-five pounds.
- 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 library locations or outside facilities.
- 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 participation in Ohio Public Employees Retirement System (OPERS)
- Starting pay is $17.82 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, TS224WP, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, OH 45458 or email to: HumanResources@wclibrary.info
- 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.