

Technical Services Assistant

Ela Area Public Library District

The Ela Area Public Library District, a five-star library located in the northwest suburbs of Chicago in the community of Lake Zurich, seeks a detail oriented, part-time Technical Services Assistant to join a fast-paced library environment.

Primary Position Responsibilities:

- Processes print materials in all formats.
- Processes AV materials such as Blu-rays, DVDs, music CDs, and CD-audiobooks.
- Prioritizes work and expedites the processing of select materials based on patron holds.
- Updates item record and circulation data in the library catalog database (ILS) as part of Processing workflows.
- Creates spine labels.
- Assists with receiving/check-in of new magazines as needed.
- Prepares materials for discard from the library's collections.
- Makes new barcodes as needed.
- Repairs library materials when feasible; repackages AV materials in new cases.
- Assists with special projects.
- Participates in regular departmental meetings, library staff meetings, and in-services, and continuing education opportunities.
- Participates in the ongoing process of valuing equity, diversity, and inclusion by being open to and respecting the beliefs, identities, languages, varying abilities, and cultures of library patrons and staff.
- Other duties as assigned.

Requirements:

- High school diploma
- Two years work experience in office or library
- Problem solving skills
- Ability to work independently at a professional level
- Bend, reach, and lift up to 20 lbs.
- Push or pull carts loaded with library materials weighing 150-200 lbs.

Position Hours:

- 16 hours per week. Must be flexible.

Salary:

- \$19.90/hour

If you are interested in joining Ela Area Public Library District and meet the job requirements described above, please complete the PDF application, save it to your computer, and email it to apply@eapl.org for consideration.

* The Ela Area Public Library District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, or national origin.