



**Marengo-Union Library District**

19714 E. Grant Hwy  
Marengo, Illinois 60152-9493  
815.568.8236

## Technical Services Assistant

Marengo-Union Library District

**Job Type:** Part-Time: 25-30 hours per week

**Reports to:** Library Director

**Work Hours:** Monday through Friday primarily between the hours of 8 am and 5 pm.

**Classification:** Hourly, Non-Exempt

**Effective Date:** March 18, 2025

**Pay Rate:** \$18.50 an hour

**Application materials required:** Application, Cover Letter, and Resume

### **Position Summary**

Under the supervision of the Library Director, this position performs routine copy cataloging, edits database records of library holdings, and processes materials for circulation.

### **Primary Responsibilities as Technical Services Assistant**

- Maintains accurate materials and item records for the library collection including data entry, processing, receiving, repairing, and discarding of old materials.
- Receives incoming materials, unpacks boxes, and verifies orders
- Processes Interlibrary loans
- Maintains statistics for Annual Report
- Participates in the development of department goals, strategies, and procedures.
- Assists with desk coverage as necessary
- Assumes the responsibility of a person-in-charge
- Other duties as assigned.

**Qualifications:**

- LTA certificate, bachelor's degree in business, management, or library area preferred
- Three to four years of library experience preferred

**Benefits:**

- Participation in (IMRF) Illinois Municipal Retirement Fund
- Paid time off in the form of Vacation and Holiday hours
- Continued education

**Physical Demands**

The position requires constant talking and listening and frequent sitting. The lifting and carrying requirements for the position are minimal. Must be able to lift at least 30 lbs. Ability to push book carts weighing up to 100 pounds occasionally. May require standing for prolonged periods of time.

Marengo-Union Library District is an EEO employer, valuing equity, diversity, and inclusion.