

Gary Public Library

220 W 5th Ave,

Gary, IN 46402

An Equal Opportunity Employer

Technical Services Assistant Description

Department: Technical Services

Location: Gary, Indiana

Job Type: Part-time

Salary: Minimum starting hourly rate = \$13

Reports to: Technical Services Manager

About Gary Public Library & Cultural Center:

Gary Public Library & Cultural Center serves as a cornerstone for learning, literacy, and community engagement in the city of Gary and surrounding areas. With a commitment to providing access to information, educational resources, and cultural enrichment, the library offers a wide range of services and programs for all ages. Its facilities house extensive collections, public computers, meeting spaces, and dedicated areas for youth, teens, and adults. The library is dedicated to fostering lifelong learning, supporting local history and culture, and building a welcoming environment where everyone can connect, explore, and grow.

Why Join Us:

If you are passionate about equitable access to books, education, and learning experiences for all, join us at the Gary Public Library where you can serve your community. We offer a collaborative workplace, opportunities for professional growth, and the chance to make a meaningful impact every day.

Position Summary:

The Technical Services Clerk supports the daily operations of the technical services department by performing a variety of clerical, processing, material repair, and data entry tasks.

Key Responsibilities:

- Assist with the receiving, and processing of new library materials
- Prepare materials for circulation, including labeling, covering, and barcoding

- Maintain accurate inventory and bibliographic records
- Verifies packing slips against materials receive and reports errors
- Participate in shelf preparation, repairs, and basic preservation of materials
- Delete discarded materials from the DRA computer system
- Performs alpha and numeric filing of documents and materials
- Support weeding and inventory activities as directed
- Communicate effectively with other library staff regarding materials status and processing
- Provide general clerical and organizational support to the technical services department
- Stay informed about departmental procedures and best practices

Qualifications:

- High school diploma or equivalent; some college or library coursework preferred
- Experience in a library or office setting is helpful
- Basic familiarity with computers and data entry
- Attention to detail, organizational skills, and accuracy
- Ability to follow instructions and work as part of a team
- Good communication and interpersonal skills

Work Environment:

- Library technical services office or workroom
- May require some bending, lifting, or carrying of materials
- Standard library hours; occasional evening or weekend work as needed

Selected candidates will be required to successfully complete a pre-employment drug test and background check as a condition of employment.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all responsibilities and duties required.