



Technical Services Assistant I

Marple Public Library

Marple Library is seeking a Technical Services Assistant I to aid in the processing of library materials under the direction of the Head of Technical Services. The position is part-time, 12 hours per week. The typical work schedule is Tuesday thru Friday from 12:00 noon until 3:00 pm. The hourly wage is \$10.00.

Duties include processing new library materials with the appropriate stamps and stickers, typing new spine labels, and performing other tasks as required.

The position requires the physical agility and strength to maneuver a book cart full of books and the ability to bend and carry heavy library materials.

Must have a high school diploma or its equivalent. Familiarity with Microsoft word is also a requirement.

Applicants must have a Child Abuse History Clearance, Criminal Record Check and FBI Clearance upon hiring.

To apply, email a cover letter, resume and list of three professional references by February 23, 2018 to:

Antoinette Stabinski
matech@delcolibraries.org