

**EASTTOWN LIBRARY & INFORMATION CENTER  
720 FIRST AVENUE, BERWYN, PA 19312  
www.easttownlibrary.org**

**Technical Services Processor (Part-Time)**

**Job Objective**

The Technical Processor assists with the receipt, tracking, and processing of library materials, helps maintain processing supplies, and assists in maintaining the collection.

**Reports to: Head of Technical Services**

**Essential Duties, Tasks & Accountabilities**

- Physically process all materials
- Perform all necessary repairs on materials
- Enter items to be sent to CCL for cataloging into tracking program
- Unpack new materials and compare to packing slip
- Maintain a necessary supply of processing materials
- Maintain newspaper collection
- Attend monthly staff meetings
- Perform additional duties as required to ensure timely processing of all library materials

**Qualifications**

- Attention to details
- Proficiency with Microsoft Office
- Flexibility and teamwork are critical to this position
- Ability to work independently
- Must be able to lift and carry up to 25 lbs.
- Ability to move book carts, tables, and chairs freely
- Ability to bend and move freely among stacks
- Ability to concentrate in a busy work environment
- Willingness to be cross-trained to perform other library functions
- Library experience preferred

**Job Hours:** 9 hours per week (Tuesday mornings, Thursday and Friday afternoons)

**Starting Wage:** \$11.75/hour

Easttown Library & Information Center is an Equal Opportunity Employer and complies with the Americans with Disabilities Act (ADA). All library positions require criminal background, PA Child Abuse History Clearance, and an FBI fingerprint based federal criminal history background check.

**Please send cover letter and resume via e-mail to:**

Marcia Fall, Head of Technical Services  
Easttown Library & Information Center  
[mfall@ccls.org](mailto:mfall@ccls.org)