



TECHNICAL SERVICES ASSISTANT (Full-Time)

Upper Merion Township, located in King of Prussia, PA is looking for reliable, detail-oriented, and organized **Technical Services Assistant** who will report directly to the Head of Reference/Technical Services. The successful candidate efficiently and provide timely acquisitions, processing, and maintenance services for library materials.

The duties of the **Technical Services Assistant** include (but not limited to):

- Facilitates the ordering of new library materials in close cooperation with staff selectors.
- Monitors, corrects, and verifies order lists and carts created by selectors.
- Manages standing order plans and special orders.
- Submits orders to vendors and tracks order progress.
- Receives, reconciles, and processes on-order items.
- Processes and submits invoices for payment. Verifies and reconciles invoice payments.
- Tracks materials budget expenditures and anticipates budget needs in assigned collection areas.
- Acts as the primary contract, account administrator, and troubleshooter for selectors.
- Oversees the process for replacing damaged or worn library materials
- Generates statistical reports as needed to inform data-driven decision-making.
- Links new material to current bibliographic records.
- Covers, labels, and stamps all new material before shelving it for patrons.

Knowledge and Abilities:

- Good organizational skills and attention to detail.
- Strong oral and written communication skills.
- Interest in reading and knowledge of books
- A working knowledge of library principles, organization, and procedures.
- Willingness to learn and master library software.
- Familiarity with Microsoft Office and Google products.
- Ability to establish and maintain friendly and effective working relationships with staff and patrons.

Physical Characteristics:

- Possess good visual acuity (near and mid-vision continuously and field of vision occasionally).
- Walk, sit, reach at waist level; handle, and reach materials comfortably; bend, lift, and carry items weighing up to 25 lbs.; climb and balance on a 14-inch footstool.

Minimum Education, Training, and Experience Required:

- College degree preferred.

Additional Position Requirements:

- Ability to perform detailed work accurately and efficiently
- Excellent organizational skills.
- Excellent computer skills.
- Has current: PA Child Abuse; PA Criminal; and FBI clearances or ability to obtain clearances.
- Completion of pre-employment drug test screening.

*Federal Criminal History Record Check (Fingerprint check).

Hours Needed:

35 hrs./week, 9 AM – 5 PM, with a one (1) hour lunch. There is a possibility of some flexibility to the schedule.

How to Apply:

For immediate consideration, applicants should complete an employment application by visiting: [Application-UMT-Employment-REV-Jan-2024.pdf \(umtownship.org\)](#) and submit the **completed job application, cover letter and resume** via email to: hr@umtownship.org. Applications will be accepted until position is filled.

Equal Opportunity Employer