Alpha Park Public Library District
Job Description
Technical Services Specialist

Reports to Department Head
Department: Access Services
Classification: Non-exempt, regular full-time, hourly $17/hr.

General Statement
Under the direction of the Department Head, this position processes materials for shelves, repairs materials as needed, assists with collection organization, and keeps the user catalog up to date. The Technical Services Specialist assists in Circulation duties when necessary, and provides excellent patron service. They work flexibly and collaboratively with all member of the library staff to ensure an excellent user experience for patrons. The Technical Services Specialist should have excellent communication skills, knowledge of and willingness to learn computer skills, strong attention to detail, and the ability to prioritize and plan ahead, being cognizant of turnaround time for project completion.

Responsibilities
- Catalogs and processes materials accurately and efficiently
- Assists Department Head in completion of daily duties
- Assists Department Head with scheduling and coordinating projects; works with team members to complete projects
- Assists in library material acquisition
- Trains and guides Technical Services Assistant
- Data entry, including prepping invoices and maintaining materials order records
- Other duties as assigned

Qualifications and Education
- High school diploma/G.E.D. required; preference given to associates degree or Technician Assistant Certificate
- Strong problem solving, prioritizing, and delegating
- Strong attention to detail

Working Conditions
- Lift up to 50lbs with assistance
- Push and steer fully loaded book cart
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Reaffirmed by the Board of Trustees March 2026
Revised and approved by the Board of Trustees March 2023
Approved by the Board of Trustees September 2021