January 5, 2026

PART-TIME LIBRARY TECHNICAL SERVICES ASSISTANT

Marion County Public Library is excited to announce an open position within our Technical Services Department. We are seeking a highly detail-oriented, organized, and self-motivated individual who is eager to support the essential behind-the-scenes operations that keep our collections vibrant, accurate, and accessible to the community.

Position: Part-Time Library Technical Services Assistant
Department: Technical Services
Status: Open to the Public
Pay Range: $13–$16 per hour, based on ability and experience

About the Role

This position supports the core functions of Technical Services, including cataloging support, collection maintenance, and electronic resources. The ideal candidate enjoys working with details, maintaining accuracy, and contributing to well-organized systems and workflows.

Scope of Work Includes:

- Learning and supporting cataloging and metadata entry

- Assisting with collection development activities, including:

    o Acquisitions

    o Record maintenance

    o Weeding and inventory projects

- Working with electronic resources such as OverDrive/Libby

- Assisting with OCLC cataloging and record updates

- Maintaining an orderly and efficient Technical Services workspace

Expectations & Growth Opportunities:

- Employee will be expected to begin working toward Paraprofessional Certification through KDLA (Kentucky Department for Libraries and Archives)

- Professional development is encouraged and supported, including:

- o Library conferences

- o Webinars and e-learning opportunities

- o Hands-on cross-training within the department

Who We're Looking For:

An ideal candidate is:

- Exceptionally detail-oriented

- Organized and able to manage tasks independently

- Self-motivated, dependable, and eager to learn

- Comfortable learning new software, tools, and library systems

How to Apply:

Submit a completed application and resume to: sandy.nunley@marioncopublic.org

Application Deadline: January 30, 2026