

Malvern Public Library

Job Announcement

Position Title: Library Assistant

Classification: Part time, non-exempt

Hours: 16 hours/wk. including potential daytime, evening, or Saturday shifts

Reports to: Library Director

Wages: \$8-10/hour, based on experience

DESCRIPTION:

We are seeking a friendly, community-oriented, and conscientious person to join the circulation staff at the Malvern Public Library. The Malvern Public Library operates independently as a member of the Chester County Library System and serves over 36,000 residents in Malvern and its environs. Located in the Borough of Malvern, the Library is a community center well-known for its children's programs, responsive staff, and collaboration with area organizations.

The ideal candidate will have experience with customer service, preferably in a library setting. The primary responsibilities of the position include circulation desk procedures (including check-in/out and holds), customer service, and basic computer assistance. The position will also include shelving, holds retrieval, data entry, and other tasks as needed.

REQUIREMENTS:

- High school diploma or GED required.
- Must be able to lift at least 25 pounds, wheel up to 125 pounds on a book cart, stand, sit, and stoop.
- Must have current PC knowledge with the internet, email, and Microsoft Office. Knowledge of e-readers and tablets preferred.

Please submit a cover letter, resume, and three references to Kelly Shea, Acting Library Director, at kshea@ccls.org. Position is open until filled.

The Malvern Public Library supports workplace diversity and is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance, Criminal Record Check, and FBI Clearance.