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is an Equal Opportunity Employer  
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**CHESTER COUNTY LIBRARY  
& DISTRICT CENTER  
AND HENRIETTA HANKIN BRANCH**



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**Requisition# 2263**  
**Title PT Librarian - Reference**  
**Department Chester County Library**  
**Location 450 Exton Square Parkway, Exton, PA**

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The Chester County Library, Exton, PA is seeking a Part-time Reference Librarian dedicated to serving our customers with enthusiasm and professionalism.

***Responsibilities:***

To provide direct reference services and readers' advisory to the public and to member libraries using various communication formats: face to face, telephone, e-mail, texting and chat. The librarian will provide research help to customers off the desk, participate in community outreach and be a contributing member of the Reference Department in planning and implementing reference services. Continuing education is required and is provided by or through the Chester County Library.

***Additional assignments:***

Collection development in assigned areas of the circulating collection, acquisition of community information publications, maintenance of readers' advisory materials, and other special projects.

***Requirements:***

ALA accredited M.L.S. with broad-based reference experience, knowledge of online and electronic resources, including Internet, downloadable content, and familiarity with e-readers, mobile devices and tablets. M.L.S. candidate with appropriate coursework would be considered. Excellent verbal and written communication skills, ability to handle a variety of situations in a public setting and a demonstrated commitment to public service are essential.

***Physical abilities:***

To operate a keyboard and mouse, read on-screen information, move quickly throughout public areas, bend and reach from ankle to overhead heights and lift books weighing up to 12 lbs.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

**Position Type:** Part-Time / Non-Exempt

**Salary Information:** \$18.00 per hour

**Shift:** Hours will vary by week ~ including nights and weekends

**Weekly Hours:** 20

**Original posting date:** October 5, 2017

**To apply, contact County of Chester Human Resources:**  
Apply online at [www.chesco.org](http://www.chesco.org); Job Inquiries: 610-344-6698