

Job Opening - Coatesville Area Public Library – 501 E. Lincoln Highway, Coatesville, PA 19320

Title: Library Assistant (1 Opening)

This part time position is responsible for performing circulation procedures throughout the library.

Duties include:

- Assisting patrons with finding and checking out library materials
- Assisting patrons with use of library facilities including computers, printer, copier and fax machine
- Collecting fines and fees for rental materials
- Assisting with supports library programming
- Assisting with weeding the collection
- Issuing new patrons cards/updates cards
- Examining returned materials for damage and mending them
- Shelving returned materials and maintaining collection order through shelf reading
- Other duties as assigned

Qualifications Include:

- High School Diploma
- 1 year minimum of Customer Service experience
- Good communication skills and desire to work with the public
- Ability to learn the automated circulation system
- PC Skills to include Microsoft Outlook, Word and basic internet skills
- Ability to lift up to 25lbs
- Ability to work independently
- Ability to stand for up to 4 hours
- Ability to stoop and reach to shelve books

This position requires successful documentation of the following clearances within the last 12 months: PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK

FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK

Hours: Approximately 12 hour per week: Mondays from 3:00 - 8:15 pm, Wednesdays 9:00-12:30, Fridays 9:00-12:30 and Saturdays on rotation, 9 am to 4 pm.

Compensation: \$8.50 an hour. Deadline: January 15, 2018. To apply, please email a resume and names of 3 references to Penny Williams, MSLS at [pwilliams@ccls.org](mailto:pwilliams@ccls.org).

Coatesville Area Public Library is an Equal Opportunity Employer