



**The County of Chester
is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 2301
Title PT Library Assistant – Youth Services
Department Henrietta Hankin Branch Library
Location 215 Windgate Drive, Chester Springs, PA

The Henrietta Hankin Branch Library is looking for a Part Time Library Assistant to work in the Youth Services Department. The assistant will enjoy working with children - helping them find books and encouraging them to read. Developing/presenting story times, handling clerical work and learning procedures are important aspects of working in the department.

Requirements:

High school diploma or General Education Degree (GED). Some post-secondary education preferred. Excellent organizational and verbal skills. Flexibility and genuine enjoyment of the public. Ability to work independently with attention to detail. Able to master functions of the library software. Demonstrate PC proficiency. Previous customer service or retail experience is preferred.

Physical abilities:

Handle, lift, or move library materials weighing up to 25 lbs.; stand at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop or reach within a confined area.

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).

Deadline Applications will be accepted until position is filled.

Position Type: Part-Time / Non-Exempt

Salary Information: \$10.00 per hour

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

Weekly Hours: 15

Original posting date: December 19, 2017

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698