

PART TIME JOB POSTING

Library Assistant

Spring City Public Library
245 Broad Street
Spring City PA 19475

Description

Responsibilities for this part time position include assisting patrons at the circulation desk by checking items in and out, collecting fines, placing holds, answering questions, answering the phone, and other duties; shelving books and other library materials; retrieving items from book drop; troubleshooting library computers, laptop, and printer issues; assisting customers with computer use; assisting with and running programs as needed; and other duties as assigned. This position requires attention to detail, the ability to put materials in alphabetical and numerical order, and interaction with library customers in a courteous, professional manner.

This position requires the following physical abilities: to handle, lift, move, shift library materials weighing up to 25 lbs; to wheel bookcarts weighing up to 125 lbs; to operate a keyboard and mouse; and to stand, sit, kneel, walk, stoop, reach repeatedly throughout the workday.

Position Type: Part-Time

Salary Information: Hourly rate \$8.50 - \$10.20 per hour.

Shift: 8 - 16 hours per week; 1 – 2 Saturdays per month. The amount of hours and shifts may vary according to need.

Deadline: Applications will be accepted until position is filled.

Other Information: 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)

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

To apply, please send resume and cover letter to
Director
Spring City Public Library
245 Broad Street
Spring City PA 19475
610-948-4130
Or jkoert@ccls.org

3/13/2017